

Annex A:

HD Roles and Responsibilities of Other U.S. Government Agencies

National Security Council:

- Chairs the PCC Subgroup on Humanitarian Mine Action; and
- Participates in HD program decision-making in the Subgroup on Humanitarian Mine Action.

Central Intelligence Agency:

- Serves as the senior representative for the Intelligence Community to the PCC;
- Has membership on the PCC Subgroup on Humanitarian Mine Action;
- Identifies foreign activities counter-productive to humanitarian demining efforts;
- Provides regional security assessments upon request;
- Monitors foreign mine and countermine technology advances; and
- Provides information on landmines and landmine issues in nations in conflict or those emerging from conflict.

Office of the Assistant Secretary of Defense, Special Operations/Low Intensity Conflict, Peacekeeping – Humanitarian Assistance (OASD[SO/LIC] PK-HA):

- Acts as DoD's lead humanitarian demining agency by exercising overall responsibility, corporate level policy, planning and oversight for DoD humanitarian demining programs conducted pursuant to Title 10, U.S. Code, Section 401;
- Has membership on the PCC Subgroup on Humanitarian Mine Action;
- Develops and implements DoD humanitarian demining activities based on applicable presidential policy guidance coordinated through the PCC Subgroup on Humanitarian Mine Action;
- Coordinates and authorizes funding for DoD humanitarian demining operations and related activities:
 - In coordination with DSCA, allocates DoD funds for the DoD element of the USG humanitarian demining program;
 - Assists host countries in the establishment of humanitarian demining organizations; and
 - Coordinates U.S. Special Operations Forces humanitarian demining training with Fort Leonard Wood (Missouri) Humanitarian Demining Training Center.

OASD (SO/LIC) Special Operations Plans and Support (SOP&S):

- In coordination with OASD (SO/LIC) PK/HA, acts as DoD's lead agent for humanitarian demining research and development activities to include:

- Examining equipment/technologies for detecting mined as well as mine-free terrain; and
- Developing individual tools to improve the safety and efficiency of manual demining.
- Provides quarterly notification to the PCC, or the PCC Subgroup on Humanitarian Mine Action, of planned equipment testing in mine-affected countries that are part of, or are potential participants, in the USG HD program. This notification will allow the PCC, or the PCC Subgroup on Humanitarian Mine Action, to review the proposed testing to ensure that it is consistent with U.S. foreign policy and HD objectives. (Testing of equipment in non mine-affected countries also requires PCC notification.)

Defense Security Cooperation Agency (DSCA):

- Coordinates and monitors execution of DoD humanitarian demining training operations and related program activities. In coordination with ASD (SO/LIC), plans, programs, budgets for, and allocates budget authority from the OHDACA appropriation to support the DoD humanitarian demining program;
- Assists the Office of the Joint Chiefs of Staff, United States Special Operations Command, geographical CINC, host nations and other organizations in planning for, establishing, and executing mine action programs;
- Coordinates with the Department of State on security assistance policy, budget planning, and execution issues for demining activities;
- Manages HN FMF and specified NADR accounts; and
- Sells defense articles and services, through the FMS program, to host countries for support of mine-action programs.

Office of the Joint Chiefs of Staff (OJCS):

- Through the Joint Staff Operations Directorate (J-33 Special Operations Division), coordinates HD operations and force allocation with regional and supporting CINCs, while providing guidance and operational control authority for DoD HD operations;
- Provides HD mission tasking to geographic combatant commanders;
- Provides guidance and direction on the conduct of military support to HD operations through the Chairman of the Joint Chiefs of Staff Instructions; and
- Ensures that plans developed by the regional CINCs include, at a minimum, the number of training deployments anticipated to the country, time-phasing of the operation's critical elements, subsequent training missions or assessments required, and other factors (including projected resource requirements) that will be necessary to plan for and execute the proposed mission.

Geographic Combatant Commander (Regional Commander-in-Chief [CINC]):

- Plans, manages and conducts HD training operations within his AOR;

- Recommends and prioritizes theater HD program; submits recommendations through the Joint Staff to OASD (SO/LIC), DSCA and the PCC Subgroup on Humanitarian Mine Action;
- Executes DoD-funded HD programs in host countries;
- Coordinates U.S. participation in specified multilateral humanitarian demining operations (e.g., those sponsored by the Organization of American States); and
- Conducts assessment for HD programs and mine action technologies.

Annex B

The Integrated Mine Action Support (IMAS) Summary Description

THE INTEGRATED MINE ACTION SUPPORT (IMAS) CONTRACT SUMMARY DESCRIPTION

RONCO Consulting Corporation was awarded the worldwide humanitarian demining contract by the Office of Humanitarian Demining Programs, Department of State, Bureau of Political-Military Affairs. RONCO leads a team of highly qualified firms that have the capacity to provide quality integrated mine-action services on all aspects of humanitarian demining to targeted mine-infested countries around the world.

The contract authorizes RONCO to address objectives established by the Office of Humanitarian Demining Programs as follows. RONCO may provide:

- Direct support to the Office of Humanitarian Demining Programs, including studies, analyses, information management, audio-visual support, publications, assessments, conference support, etc.
- Services and support for demining activities using mine-detecting dogs in targeted countries around the world. This might include developing indigenous mine-detecting dog (MDD) programs; training personnel to implement MDD programs; providing facilities equipment and supplies required for an MDD program; and integrate MDD programs into existing demining operations.
- Services in support of manual demining programs without the use of MDDs. This might include extensive training; and facility development and provision of supplies and equipment. Services include humanitarian demining planning; management and organization assistance; establishing Mine Action Centers; identifying the most appropriate demining technologies; and developing and implementing logistics management systems.

The Department of State directs RONCO to implement this contract through the issuance of Task Orders for specific services required to enhance the capacity of mine-action programs in targeted countries. A portion of this Contract is available for buy-ins by other U.S. Government agencies.

Annex C

U.S.-Sponsored HD Public-Private Partnerships for Mine Action

The Office of Mine Action Initiatives and Partnerships (PM/MAIP), first established in 1997 as the Office of Global Humanitarian Demining, is within the Bureau of Political-Military Affairs. The Office promotes the entire spectrum of mine action by strengthening internal mechanisms for mine action, coordinating the development of public-private partnerships, and advancing promising demining technologies. These efforts help to accelerate landmine detection and clearance programs, promote landmine awareness in affected nations, assist survivors of landmine accidents, and enhance research and development of new demining technologies through such bodies as the International Test and Evaluation Program.

The Office's goals are achieved through reinforcement of global humanitarian mine action and related assistance by a coalition of USG agencies, foreign governments, NGOs, corporations, international agencies, and the UN. PM/MAIP works in close coordination with other DOS offices and agencies, such as PM/HDP, PRM, USAID, the U.S. Department of Education and the DoD.

PM/MAIP fosters public-private partnerships to support these programs. An extensive list of active public-private partnerships follows.

Center for International Rehabilitation. The CIR, with support from the U.S. Department of Education's National Institute on Disability and Rehabilitation, is designing low-cost artificial limbs and education programs for healthcare workers in mine-affected countries. Through its Physicians Against Land Mines program, CIR promotes mine awareness and attention to the needs of mine survivors in low-income countries. For more information, call (312) 926-0030; fax (312) 926-7662; email info@cirnetwork.org; or visit www.cirnetwork.org.

Center for Teaching International Relations, University of Denver, Denver, Colorado, has developed a U.S. standards-based curriculum to make young people aware of the global landmine problem and increase their understanding of geography and international issues. Available to teachers at no cost, curriculum modules are designed for upper elementary, middle and high school students. Contact Dr. Mark Montgomery, Ph.D., Center Director, at (303) 871-3106; fax (303) 871-2456; email mmontgom@du.edu; or visit www.du.edu/gsis/outreach.

Clear Path International, inspired by humanitarians with children, is a non-profit organization specializing in the removal of landmines and UXO in war-torn communities throughout Southeast Asia. With its partner, UXB International, Ashburn, Virginia, Clear Path International is removing UXO in selected areas of Vietnam, and is sponsoring programs of emergency medical care, hospitalization, surgery, nutritional support, and special scholarships. For more information, call (206) 780-9045; email info@clearpathinternational.org; or visit www.clearpathinternational.org.

DC Comics has produced regionally-oriented mine awareness Superman/Wonder Woman comic books in local languages for Bosnia and Herzegovina, Central America and Kosovo, and stands ready to contribute its expertise in popular communications to new mine awareness campaigns. To learn more, call MAIP at (202) 647-0562; fax (202) 647-2465; or email davissb@t.state.gov.

District of Columbia Students Against Landmines (DC SALaam) Project was created in January 2000 as part of the UN Foundation's DC Outreach Program. It incorporates the UNA-USA's Adopt-a-Minefield™ program. Students in Washington DC public schools are becoming interested in and actively involved with international affairs and the global landmine crisis, corresponding with students in mine-affected countries, and adopting select minefields for

clearance. To learn more, contact Ms. Thameenah Muhammad, Program Administrator for the UN Foundation (202) 778-3522; fax (202) 887-9021; or email tmuhammad@unfoundation.org.

Global Care Unlimited is a non-profit charity formed by the humanitarian impulses of a group of students at Tenaflly Middle School, Tenaflly, New Jersey. The charity's goals are to heighten public awareness about the global landmine threat; raise funds to clear a minefield near the Ale Husidic School in Tenaflly's sister village of Podzvizd, Bosnia and Herzegovina; and encourage other schools in the United States to become involved in mine action. To learn more, call (201) 362-9935; or email info@globalcareunlimited.org.

Grapes for Humanity, an NGO in Toronto, Canada, raises funds and awareness to address humanitarian problems, including war victims and landmine survivors, particularly children. Grapes for Humanity is currently raising funds for the Walking Unidos prosthetics outreach program in Choluteca, Honduras, the Kien Khleang National Rehabilitation Center in Cambodia, and the Preah Viehear Income Generation Project in Cambodia. To learn more, call (416) 922-2237; fax (416) 925-5676; email lifeiswine@aol.com; or visit www.grapesforhumanity.com.

Humpty Dumpty Institute. HDI is establishing new public-private partnerships to pursue practical solutions to longstanding global problems. Generating awareness in the private sector about the world's landmine crisis is among the Institute's top priorities. In 1998, HDI took prominent Americans on a fact-finding tour of mine-affected African countries, generating partnerships and initiatives in mine action that continue to the present. A similar fact-finding tour of mine-affected countries in the Middle East is being planned. HDI also has raised more than \$125,000 in support of the Marshall Legacy Institute's demining dog program, resulting in the deployment of valuable mine-detection dogs to Lebanon. To learn more, call (212) 944-7111; fax (212) 398-0304; or email carlos.suarez@humptydumpty.net.

The **Institute for Conflict Analysis and Resolution**, George Mason University, Fairfax, Virginia, offers Ph.D. and Master of Science degrees in Conflict Analysis and Resolution. Major research interests include the analysis of deep-rooted conflicts and their resolution; the exploration of conditions attracting parties to negotiate; and the role of third parties in dispute resolution. ICAR recognizes that the infestation of landmines in many countries creates obstacles to the restoration of amity and peace. To learn more about ICAR, call (703) 993-1300; fax (703) 993-1302; email icarinfo@osfl.gmu.edu; or visit www.gmu.edu/departments/ICAR.

Landmine Studies is a new program headed by Dr. Ken Rutherford, a landmine survivor and co-founder of LSN, within the Political Science Department at Southwest Missouri State University, Springfield, Missouri. Landmine Studies provide comprehensive hands-on, practical, and academic training for students interested in mine action and policy. Students involved in Landmine Studies work extensively on the landmine issue to generate public awareness and to encourage involvement among their peers. Due to its proximity to Fort Leonard Wood, Landmine Studies has developed a productive working relationship between its students and the U.S. Army's Humanitarian Demining Training Center at Fort Leonard Wood. To learn more about Landmine Studies, call (417) 836-6428; fax (417) 836-6655; email kenrutherford@smsu.edu; or visit www.smsu.edu/polsci/landmines.

Landmine Survivors Network. The LSN is assisting some of the world's 300,000 landmine accident survivors with peer counseling, prosthetics and vocational training. LSN, founded by American landmine survivors, aims to not only help civilian landmine victims, but also to prevent new ones from joining their ranks. To learn more, call (202) 464-0007; fax (202) 464-

0011; email LSN@landminesurvivors.org; or visit www.landminesurvivors.org.

Marshall Legacy Institute manages the K-9 Demining Corps Campaign, a nationwide effort to purchase, train and deploy mine-detection dogs around the world for humanitarian demining. In cooperation with HDI and PM/HDP, it sent highly trained mine-detection dogs to Lebanon in the winter of 2000-2001 to speed the pace at which the Lebanese could safely and effectively demine their country. Call (703) 836-4747; fax (703) 836-4677; or visit www.marshall-legacy.org.

Mine Action Information Center, James Madison University, Harrisonburg, Virginia. The MAIC serves as an information "switchboard" directing and coordinating the collection, analysis, processing, and dissemination of landmine information. Among its mine action responsibilities, the MAIC offers its interns to help staff specific mine-related projects in foreign countries. It also produces *The Journal of Mine Action*, available at no cost in hard copy or online at www.hdic.jmu.edu. To learn more, call (540) 568-2718; fax (540) 568-8176; or email hdic@jmu.edu.

National Committee on American Foreign Policy, a non-profit organization, and **Huntington Associates, Inc.**, New York, have jointly produced a CD-ROM, "Landmines: Clearing the Way," compartmented into five informative sections on the global landmine problem and what is being done about it. In the United States, the CD-ROM is being disseminated through schools, universities, Rotary Clubs, World Affairs Councils and other civic groups. Internationally, the UN and NGOs will be disseminating it through their respective global networks. For more information, call (212) 582-1870; or fax (212) 586-3291.

Operation Landmine Survivors. Operation Landmine Survivors is a partnership of the Rotary Club of Chicago, Illinois, Rotary District 6450, and the Center for International Rehabilitation, dedicated to improving the quality of care and life for mine victims in developing nations. To learn more, call (312) 372-3900.

Organization of American States. Since 1992, the OAS, a regional political forum for dialogue and cooperative action in the Americas, has pursued the goal of a mine-safe hemisphere through its Comprehensive Action against Antipersonnel Mines program. This program coordinates international financial and technical assistance to mine-affected OAS member states in the fields of humanitarian demining; mine awareness and preventive education; victim assistance; stockpile destruction; and advocacy for the Ottawa Convention. Currently, this program supports national mine-action programs in Costa Rica, Ecuador, Guatemala, Honduras, Nicaragua, and Peru. For additional information, call (202) 458-3962; fax (202) 458-3545; email mineaction@oas.org; or visit www.upd.oas.org.

Pan American Health Organization. PAHO, in conjunction with USAID's Leahy WVF and the Governments of Canada and Mexico, has launched the Tripartite Initiative to Support Landmine Survivors in Central America. This initiative is assessing the magnitude of landmine-related injuries and rehabilitation services in El Salvador, Honduras and Nicaragua, and developing and strengthening appropriate training and rehabilitation programs. To learn more about PAHO's Tripartite Initiative, contact: Dr. Armando J. Vasquez, vasqueza@ops.org.ni; Maria Teresa Gago, gagomari@paho.org; (202) 974-3288; Dr. William Boyce, jap2@post.queensu.ca; (613) 533 6498.

Patrick J. Leahy War Victims Fund, USAID. The WVF has been in operation since 1989 in post-conflict and conflict-affected developing countries, providing financial and technical assistance for civilian victims of war suffering from mobility-related injuries, such as

establishing and improving accessible and appropriate prosthetic services. The fund has provided more than \$81 million to date to organizations such as the International Committee of the Red Cross, VVAF, World Rehabilitation Fund, Prosthetic and Orthotic World Education and Relief, Prosthetic Outreach Foundation, and others in more than 15 countries in support of civilian victims of war. For additional information, call (202) 712-5725; fax (202) 789-1601; or email lfeinberg@usaid.gov.

Peacetrees Vietnam is a not-for-profit organization founded in 1995 for the purpose of sponsoring the clearing of landmines and UXO in Quang Tri Province, Vietnam. It promotes landmine awareness and accident prevention, engages in citizen diplomacy/tree-planting programs, offers victim assistance, and sponsors economic and social development, among other things. Call (206) 842-7986; or visit www.peacetreesvietnam.org.

Polus Center for Social and Economic Development, based in Massachusetts, is a non-profit human services organization that has been serving people with disabilities since 1979 in and outside the United States. The Polus Center is working in Nicaragua to coordinate efforts to address the long-term needs of the disabled, particularly those who have lost limbs due to acts of war and landmines. Walking Unidos, the Prosthetic Outreach clinic in Leon, Nicaragua, is the centerpiece of the Polus Center's collaboration with the Nicaraguan public and private sector. To learn more, call (508) 752-3271; email PolusCen@aol.com; or visit www.walkingunited.org.

Roots of Peace, through its association with California vintners, apparel manufacturers, high-tech firms, and the U.S. Department of State's MAIP and PM/HDP offices, is raising funds for mine action and public awareness of the global landmine problem. Roots of Peace has adopted a minefield in Croatia; equipped humanitarian deminers in Croatia with durable cold-weather outerwear; and conducted publicity campaigns in Washington, DC and the San Francisco Bay area during the winter of 2000-2001 using backlit transit shelter ads to educate residents in those cities about the landmine crisis and raise funds for humanitarian demining in the Balkans. Roots of Peace was the official designated charity of the Spring 2001 "Anniversary of Paris Tasting," a major event hosted by the California wine industry, raising more public awareness and funding for humanitarian demining as a result. Call (415) 455-8884; fax (415) 258-9300; email heidi@rootsofpeace.org; or visit www.rootsofpeace.org.

Save the Children knows that, given their natural curiosity and spirit of adventure, children in mine-affected countries are particularly vulnerable to injury or death from landmines. Save the Children is incorporating mine awareness, mine education, and mine clearance in a number of war-affected countries where it provides relief and assistance to children and their families. To learn more, call (202) 293-4170; fax (202) 293-4167; or visit www.savethechildren.org/landmines.

United Nations Association of the United States of America. Since 1999, UNA-USA, and its Adopt-a-Minefield™ program, has raised more than \$2.9 million, including contributions from PM/HDP, to clear minefields in Afghanistan, Bosnia and Herzegovina, Cambodia, Croatia, and Mozambique. Call (212) 907-1300; fax (212) 682-9185; email info@landmines.org; or visit www.landmines.org.

United Nations Children's Education Fund. UNICEF advocates the protection of children's rights and seeks to ensure their survival, protection and development. UNICEF, as the UN's Focal Point for Mine Awareness Education, using USG funding, has developed mine-awareness programs, e.g., posters, leaflets, radio and TV transmissions, mobile theater groups,

etc., in many countries around the world to educate people about the dangers of mines and to alter their risk-taking behavior.

United Nations Development Programme. The UNDP is responsible for addressing the socio-economic consequences of landmines and supporting national and local capacity-building to ensure the elimination of the obstacles they pose to economic activity, reconstruction and development. Hence, UNDP helps mine-affected countries establish management infrastructures and institutional arrangements, assists in developing integrated mine-action strategies, arranges training for technical teams and managers, and establishes information systems linked to surveys of contaminated areas. UNDP has many NGO partners in mine action, and currently provides support or advice to 11 mine-afflicted countries.

United Nations Foundation. The UNF, created in 1998 to implement Ted Turner's \$1 billion gift in support of UN causes, is working with the UN and the VVAF to carry out "Level One Impact" surveys of minefields, and matching funds raised by the UNA-USA's Adopt-a-Minefield™ program. Visit "UN Wire," the UNF's free, daily onlinenews service, at www.unfoundation.org.

United Nations Mine Action Service. UNMAS is the UN's focal point for all mine-related activities. UNMAS is responsible for establishing priorities for assessment missions; facilitating dialogue with the donor and international communities on landmine issues; developing, maintaining, and promoting technical and safety standards; and managing the Voluntary Trust Fund for Assistance in Mine Action. UNMAS maintains a close relationship with a broad selection of relevant organizations involved in humanitarian demining. Students at the **University of Richmond's Jepson School of Leadership Studies**, Richmond, Virginia, have launched a campus-wide effort to organize grassroots support for demining projects. To learn more, call MAIP (202) 647-0562; fax (202) 647-2465; or email davissb@t.state.gov.

Vietnam Veterans of America Foundation. The VVAF is conducting landmine surveys in a dozen countries through its Survey Action Center (SAC), funded in part by PM/HDP. The SAC completed the first ever "Level One Impact" surveys in Yemen and Kosovo. VVAF also assists mine-accident survivors in Central America, Southeast Asia, and Africa and is working with renowned U.S. and Canadian singer/songwriters to increase mine awareness in North America and to raise additional funds for mine action. Call (202) 483-9222; fax (202) 483-9312; or visit www.vvaf.org.

Warner Brothers – Time Warner has committed the use of its "Looney Tunes" characters to produce animated public-service announcements for broadcast around the world to teach mine awareness and acceptance of landmine survivors to children in mine-affected countries. To learn more, call Global Humanitarian Demining (MAIP) at (202) 647-0562; fax (202) 647-2465; or email davissb@t.state.gov.

The **Wheelchair Foundation** is a non-profit organization leading an international effort to deliver a wheelchair to everyone in the world who needs one. Established in 2000 with a grant from the Kenneth E. Behring Foundation, The Wheelchair Foundation believes that mobility is the most basic human right. Accordingly, over the next five years the Foundation aims to distribute one million wheelchairs to people who cannot afford one, including victims of landmines. To learn more about The Wheelchair Foundation, call (925) 736-1571 or toll-free 1-(877) 378-3839; fax (925) 736-1571; email info@wheelchairfoundation.org; or visit www.wheelchairfoundation.org.

Annex D
Recommended Skills for Embassy Personnel Assigned to HD Program

The Country Team does not normally include a billet for a Humanitarian Demining Officer who can be responsible for the demining portfolio. Moreover, each embassy varies in its mission, and has certain manpower and resource limitations. When a U.S.-funded program is initiated, this task becomes an additional duty. To assist the Chief of Mission in his selection process of a candidate to oversee the HD program, this annex lists a set of appropriate skills that the prospective designee(s) should possess.

It is important to emphasize that although the term “demining” connotes a *military* activity, and while it may be ideal if the designee is familiar with military operations, it is not essential that he/she have prior military experience or a complete comprehension of military missions, roles and functions.

Appropriate skills of a candidate Post HD Officer are:

- Commitment to devote time to HD program management;
- Flexibility to make adjustments in HD program resources, schedule, etc., as necessary;
- Knowledge of financial accounting policies and procedures for expenditure of U.S. funds;
- Knowledge of Security Assistance programs and processes, e.g., as taught at the Defense Institute of Security Assistance Management, Wright Patterson AFB, Ohio;
- Ability to organize information, e.g., maintain files and write reports;
- Analytical mind (i.e., evaluate and predict prospects, progress and problems through observation and evidence); and
- Interpersonal and leadership skills (e.g., interfacing with U.S. military, host government and military officials, commercial contractors, other civil enterprises, etc.).

Annex E
Consignee Letter of Instruction

The Embassy must assume responsibility as soon as practicable for all materiel procured for use in humanitarian demining activities, whether the shipper is the current IMAS contractor or any other vendor. This sample consignee letter of instruction, based on procedures established between PM/HDP and the IMAS contractor, is a chronological step-by-step guide for the Post HD Officer (Consignee) to follow in the receipt of such shipments.

For Inventory Inspection Certification
Task Order No. _____

On receipt of shipping documentation from suppliers/freight forwarders advising of pending shipments, (IMAS contractor or other supplier) will forward a copy of the shipping documentation (packing list, commercial invoice, and airway bill of lading) to Consignee to commence Customs clearance. Original copies of these documents will be forwarded via courier.

Once shipment arrives in country and clears Customs, Consignee should accept handover of goods and arrange storage at Consignee's warehouse.

Within *ten days* of receipt of goods in country, Consignee must complete a thorough inventory and inspection of goods. Each box/crate/package/vehicle must be opened, inspected, and inventoried for possible in-transit damage and to ensure commodities have been received in the exact quantities indicated on packing list.

No later than *five days* after completion of the inventory inspection, Consignee should provide (IMAS contractor or other supplier) a written communication – via e-mail or fax – advising acceptance of the goods as shipped and/or report damage and/or pilferage. It is extremely important that the Consignee adhere to this timetable. If damage and/or pilferage have occurred while commodities were in transit, an insurance claim must be filed within 30 days of handover of goods to Consignee. (Insurance companies are not liable for accepting insurance claims filed after 30 days; therefore, they are not legally responsible for replacing damaged and/or pilfered goods.)

On notification from Consignee that the shipment was received in good order, (IMAS contractor or other supplier) will inform appropriate PM/HDP Program Manager that Consignee received and accepted commodities.

In the event of a report of damaged and/or pilferaged goods from Consignee, (IMAS contractor or other supplier) will inform the vendor/freight forwarder of the discrepancies and request vendor/freight forwarder to process insurance claim detailing commodity discrepancies. (IMAS contractor or other supplier) will also request vendor/freight forwarder to expedite filing of such claim in order to replace damaged and/or pilfered items as quickly as possible.

Annex F
Visit Checklists

This annex contains two checklists, one used in the course of the Policy Assessment Visit (PAV) and the other used in the course of the Program/Policy Review Visit (P/PRV).

In support of the MOE identified and established in the annual MPP, the PAV checklist is also intended to document these MOEs as benchmark data, where available and appropriate to the prospective HD program. PM/HDP has established eight MOEs as essential baseline data points. These data are to be tracked throughout the life of an HD program, and reported by the Post HD Officer on a semi-annual basis to PM/HDP. (If relevant HD-related statistical data are available that do not pertain directly to the eight MOE, these should also be reported.) In a new-start program, many, if not all, of these MOE have no benchmark, and this fact should be noted. In other instances, the country may have already commenced an indigenous program, or may already have NGO- or IO-funded HD assistance programs; in these instances, benchmark data may be available and should be recorded during the PAV. The eight critical MOE to be tracked are noted by an asterisk.

THE PAV CHECKLIST

Principal Objectives:

- a. To make a recommendation to the PCC Subgroup on Humanitarian Mine Action regarding the suitability of an HD program in a particular country from a policy and program perspective.
- b. To obtain an initial assessment of the landmine problem in a particular nation and to develop general recommendations and courses of actions regarding the nature and extent of potential USG mine-action assistance.

General Goals of the Policy Assessment Visit

I. Explain the U.S. HD Program

- Briefing(s) for the Embassy Country Team
- Briefing(s) for Host Nation Authorities
- Visions/goals/limitations
- Interagency makeup
- U.S. HD Program overview
- Country specific criteria
- Factors in selection process
- Components of a U.S. HD program
- Responsibilities, support and expectations
- USG exit strategy

II. Determine U.S. Policy Goals and Objectives

- What are the overall U.S. interests in the HN?

- How important is this HN to the U.S. across its regional or sub-regional setting?
- Is the embassy aware that a program will create some workload burden for Embassy staff? What is the capability of the U.S. Embassy to manage the program? What is the commitment of the Embassy to do so?

III. Watch for Policy Indicators

- Embassy's political assessment of the HN (human rights, political rights, civil assessment)
- How stable is the government?
- Would a change of government likely affect a change in its support for the HD program?
- Stability, or are factions fighting?
- Anyone still using landmines?
- Is the HN threatened by hostile neighbors?
- Are there broader regional implications (good, bad, neutral) in establishing an HD program in this country?
- Which government ministry, institution or organization in the HN would assume responsibility/proponency for the HD program?
- How does the public view the central government at large?

IV. Watch for Program Indicators

- Does the government have a clear understanding of its landmine problem?
- Has the government already set demining priorities?
- Are the priorities in concert with U.S. objectives?
- Is the HN engaged in any HD activity at present? What is the structure used for this?
- Sustainability (country's long-range ability)?
- Infrastructure? Does the country have the general technical capability to support vehicles, machinery and logistics?
- Is there a risk of malfeasance?
- Does the proposed demining institution/organization enjoy strong internal support?
- Does it have the capacity to muster the personnel resources for mine action initiatives?
- Will the U.S. Embassy commit itself to this program and does it fit with other mission objectives?

V. Determine Nature of the Mine Problem and Its Consequences

- Minefields
 - Are they marked?
 - What types of mines/UXO?
 - How much area do they cover?
 - How old are the mines?
 - Geographic and climatic impacts (steep terrain, rainy seasons)
 - Level of mine awareness among general population
 - Landmines and UXO destroyed (by type and quantity)*
 - Overall area cleared of mine- /UXO-affected land*
 - Long-term outlook
- Social Impacts

- Who are the most affected?
- Impact on the repatriation of refugees/IDPs?*
- Impacts on schools and community development?
- What programs, if any, have been instituted for landmine victims?
- Number of casualties*
- Number of landmine survivors assisted*

- Economic Impacts
 - How are roads and infrastructure impacted?*
 - Are mined agricultural areas preventing HN from growing its own food?
 - Are mined areas preventing the raising of livestock?
 - Are interiors of villages and cities mined?
 - Are rural areas inhibited from receiving humanitarian services?
 - Amount of land restored to productive use*

VI. Synopsis of Previous USG Demining Efforts

- Effectiveness and scope of previous demining efforts
- Status of program, e.g., prospect for sustainment, mine-safe, etc.*

VII. Synopsis of International and Other Bilateral Demining Assistance

- Which NGO, UN or other international demining donors or organizations are present?
- What is the focus of the demining assistance, either bilateral or multilateral?
- What is the level of effort and planning for the next few years?
- What other economic development needs to be done?
- Would U.S. mine-action assistance impact other donor's programs of assistance or their security assistance policy?

VIII. Related Funding Information

- Allocations — Past, current and future
 - Dollars contributed by U.S. and other nations
 - Dollars into O&M, FMF, USAID, PRM and IO
 - Identify obligation of funds that have been made and those in the unexpected pipeline
 - How money is spent on technical training, mine-awareness equipment, etc.

IX. Other Relevant Data

- Are there other DOS, DoD, CINC or USAID HA programs that have HD requirements?
- Are there other specific needs the HN may have in order to conduct HD operations?
- Potential impact of other socio-economic factors on an HD program, e.g., AIDS

THE P/PRV CHECKLIST

Principal Objectives:

- a. The principal objective of the Program/Policy Review Visit is to validate the success of the USG HD program in a given host nation; to determine modifications to future USG HD program assistance; and to “graduate” the program into the hands of the HN.
- b. A secondary objective is to refine our thinking as to future U.S. support to the HD program to ensure a continued, sustainable, indigenous demining capability that will reside in the HN after major U.S. involvement ceases.

I. Country Goals and Objectives Summary

- Have the earlier visions and goals been met?
- Does the HN have the components for a successful HD program, and have we met the conditions for handoff of the program to the HN?
- What was the overall impact of the U.S. HD program on the landmine problem itself, and how much is now left to the HN to deal with?
- How effectively has the government set its own national demining priorities?
- Are the priorities in concert with general U.S. objectives?
- Could changes be made in future U.S. support that would more efficiently help the country?
- What organization in the HN has assumed responsibility/advocacy for the HD program?
- Does this organization enjoy strong support from within the HN government?
- Does it have the national and international political support needed to manage its plans and priorities?

II. Policy Indicators

- Have the overall U.S. interests in the host nation program been served?
- Have we met our goals/objectives in this HN with regard to its regional or subregional setting?
- Are we receiving the political and public relations value and recognition deserved because of our long-term support and commitment?
- Was the Embassy’s political assessment of the country on target (human rights, political rights, civil assessment), and has there been any change?
- Are there other political impacts that need to be considered in future assistance?

III. Current Nature of the Landmine Problem and the Ability of the HN to Address It

A. Minefields

- At this stage, is the HN developing the mechanisms needed to locate, mark and delineate the minefields throughout the country?
- At this stage, what is the general level of mine awareness among the population and the long-term outlook in this regard?

- Landmines and UXO destroyed (by type and quantity)*
- Overall area cleared of mine -/UXO-affected land*

B. Social Impacts

- At this stage, are the most affected segments of the population well identified?
- Have IDPs and refugees been able to return?*
- Does the HN's national mine action plans address the social, as well as economic, impact of the landmine problem?
- Number of landmine survivors assisted*
- Number of casualties*

C. Economic Impacts

- At this stage, how well have roads and infrastructure been returned to productive status?*
- Have mined agricultural areas been restored?*
- At this stage, what direct economic benefits has US assistance brought?
- What are the reasonable expectations for economic recovery in the future?

IV. Funding

- What might be contributed by the U.S. in the future?

V. Assistance from Other Donors

- Has U.S. assistance set the stage for additional assistance from international organizations and other countries?
- Were other donors providing any demining assistance?
- What was the focus of their assistance and will that change at this point?
- What is the level of expected effort and planning for the next few years?

VI. Final Assessment

- What modifications to the U.S. HD program during its lifetime would have made our effort more effective?
- Status of program, e.g., prospect for sustainment, mine-safe, etc.*

Annex G
Sample Memorandums of Agreement

This annex contains three generic Memorandums of Agreement (MOA). The first sample is one representing the substance of an agreement between the Office, PM/HDP and a U.S. Embassy. The next two generic MOA samples represent “type” agreements between the USG and a host nation.

During the accreditation phase of a new-start HD program, an MOA shall be executed between the USG and the host nation. It shall specify the details and the respective responsibilities of the Embassy/Post HD Officer and his HN counterpart(s) regarding the HD program. Typically, the substance of this MOA will be different for each country, because it will contain unique HD program-specific parameters and requirements. For this reason, the Post HD Officer must develop an MOA that is acceptable to both parties and to which both parties are in accord. The COM signs this MOA on behalf of the United States, and the other signatory is a responsible HN agent. This MOA assures continuity of operations, and can be used, when necessary, to engender and leverage action on either party, to fix responsibility, and to take course correction measures if the program deviates from agreed goals and objectives.

**SAMPLE MEMORANDUM OF AGREEMENT BETWEEN THE OFFICE OF
HUMANITARIAN DEMINING PROGRAMS (PM/HDP), DEPARTMENT OF
STATE, AND U.S. EMBASSY _____**

I. **PURPOSE:** To establish an understanding of commitments between the Office of Humanitarian Demining Programs (PM/HDP) and the United States Embassy _____ for planning and conducting the Humanitarian Demining Program.

II. **SCOPE:** The U.S. Government (USG) Humanitarian Demining Program assists selected countries in relieving human suffering and in developing an indigenous demining capacity while promoting U.S. interests. It provides increased humanitarian demining assistance to countries suffering from the presence of landmines, which maim and kill innocents, obstruct emergency assistance activities, hamper economic development, and impede free movement of citizens. This agreement establishes the conditions under which the Department of State, as the lead agency responsible for U.S. Government Humanitarian Demining Programs worldwide, through the Office of Humanitarian Demining Programs (PM/HDP), will coordinate and implement these programs. Specifically, this agreement delineates the roles and responsibilities of PM/HDP and Embassy _____ for planning and implementing continued humanitarian demining program assistance to _____.

III. **PM/HDP RESPONSIBILITIES:** Within the Department of State, the Office of Humanitarian Demining Programs (PM/HDP) serves as the lead organization in coordinating U.S. humanitarian demining activities worldwide. PM/HDP develops and implements country-specific humanitarian demining programs and oversees the interagency strategic planning and policy development process supporting U.S. global demining activities. It directly supports the PCC Subgroup on Humanitarian Mine Action. In furtherance of these duties and responsibilities, PM/HDP agrees to:

- a. Manage worldwide country programs and projects and assess progress and effectiveness.
- b. Coordinate with Embassy _____ to generate host nation formal requests for demining assistance and to facilitate appropriate program or project activities.
- c. Coordinate with the Department of Defense on USG participation in international demining research and development efforts and provide and coordinate representation at conferences, seminars, symposia and meetings focused on landmine policy, technology, location, removal and disposition.
- d. Initiate the process of determining eligibility and/or continuation of U.S. Humanitarian Demining programs and participate with other organizations and USG agencies throughout the determination process.
- e. Establish Department policies and procedures to insure that Nonproliferation, Antiterrorism, Demining, and Related projects (NADR) demining funds, supplies and equipment provided or funded by the USG are properly accounted for.

f. Assist Embassy _____ in defining the parameters of the U.S. funded demining program for _____ to include taxation issues and the presence of USG or third country (contractor) personnel engaged in USG-sponsored mine action projects.

g. Analyze and assess information on the nature and scope of the landmine and unexploded ordnance (UXO) threat within _____, the National Demining Office (NDO) capability to deal with the problem, and support international activities designed to assist in the removal of mines or UXO.

h. Provide guidance to Embassy _____ on preparation and submission of the annual Host Nation Humanitarian Demining Country Plan.

i. Assist Embassy _____ in the preparation of the annual Host Nation Country Plan and the annual Mission Performance Plan (MPP) to assure compliance with USG and host country policies.

j. Review Host Nation Country Plans for conformance with USG Humanitarian Demining Program and policy objectives.

k. Approve and allocate NADR funds. Within the approved funding level for _____, initiate contracts, grants or other actions necessary to execute support of prioritized Country Plan requirements.

l. Conduct periodic program management reviews and inspection of USG donated equipment. Request independent audits as appropriate, if financial and management control weaknesses are suspected.

IV. **EMBASSY _____ RESPONSIBILITIES:** U.S. Embassy _____ administers and provides oversight of the humanitarian demining program in _____ and closely coordinates the effort with the Department of State and USAID, as appropriate. Based on current USG Humanitarian Demining (HD) program support to _____, Embassy _____ agrees to:

a. Provide guidance to the host nation on the US Humanitarian Demining Program policies and procedures.

b. Encourage host nation to budget for assistance beyond manpower. When USG HD assistance is provided in support of the host nation's desire to build an indigenous demining capacity, U.S. funding should be minimal once that capacity has been realized.

c. Assign the demining portfolio to an embassy officer who will be responsible to the Chief of Mission for the oversight, administration, and coordination of all aspects of the Humanitarian Demining Program at Post. Report the name of the designated Post Demining Officer to PM/HDP.

d. Receive, facilitate customs clearance and inventory commodities and equipment procured and delivered in support of the HD Country Plan. Coordinate with appropriate government officials to ensure customs fees are waived for USG-purchased equipment and commodities being donated to the _____ HD program. Any legitimate fees associated with shipping and delivery are the responsibility of the PM/HDP contractor. Embassy _____ is not required to expend any funds associated with delivery of commodities or equipment intended for the National Demining Office (NDO).

e. Monitor and facilitate transfer of USG-donated commodities and equipment to the host nation in cooperation with host nation officials. When applicable, PM/HDP will provide a formal Asset Transfer Grant.

f. Conduct periodic spot inventories of property, supplies and major items donated by the USG to ensure that these are being used for the purpose intended. Where management and financial control weaknesses are indicated, Post agrees to request an independent audit of the program and to defray the cost of the audit as part of its administrative budget.

g. Using the PM/HDP-developed Country Plan Guide contained in the *Humanitarian Demining Programs Policy and Procedures Manual*, coordinate host nation development of an annual Country plan. Request guidance from PM/HDP, as needed. PM/HDP will review the final plan for conformity to planning guidance and support of USG goals and objectives in the region.

h. Prepare, update and revise, as appropriate, the demining section of the Mission Performance Plan (MPP) in cooperation with the regional bureau and PM/HDP.

i. Provide semi-annual reports on program progress, on-going operational priorities, and the program effect upon U.S. interests in the host nation as well as on the overall bilateral relationship. Program progress should detail the results and progress of mine action-related activities during the reporting period. At a minimum, the report should include information and data that address the following MOEs:

- (1) Number of casualties;
- (2) Overall area cleared of total mine- /UXO-affected land;
- (3) Amount of land restored to productive use;
- (4) Landmines and UXO destroyed (by type and quantity);
- (5) Number of landmine victims assisted;
- (6) Return of refugees and IDPs (if applicable);
- (7) Progress in returning economic infrastructure, roads, factories, ports, power grids, etc., to functionality, and
- (8) Status of program, e.g., prospect for sustainment, mine-safe, etc.

j. Coordinate and liaise as appropriate with contractors, non-governmental organizations (NGOs), and United Nations agencies involved in the host country humanitarian demining program.

k. Coordinate with the host nation to provide appropriate documentation to ensure long-term contractors are adequately protected under current access agreements or MOUs between the HN and USG.

l. Provide documentation that clearly establishes Embassy sponsorship of any contractor working long-term in the host nation under the direction of PM/HDP. This type of agreement will assist the contractor to operate in an official status.

m. Provide assistance to register and license vehicles that are purchased to support the PM/HDP contractor. These vehicles will be donated to the host nation at the conclusion of the project. Until then, the vehicles remain the sole property of the U.S. State Department. The host nation may register and license the vehicles as long as a formal agreement is established that allows PM/HDP employees and contractors exclusive use for the duration of the project. The PM/HDP contractor will be responsible for maintaining insurance until the vehicles are donated to the HN.

V. EFFECTIVE DATE AND PERIOD OF AGREEMENT: This agreement is effective upon the date of signing by the parties and shall remain in effect for the duration of the U.S. Government's active involvement and participation in the host nation's Humanitarian Demining Program. The signatories agree on the concept of support and cooperation as written in this agreement. Any changes, revisions, or deviations from the terms of this agreement shall be coordinated with both parties prior to implementation.

(NAME)
Chief of Mission

DONALD F. PATIERNO
Director, PM/HDP

**AGREEMENT
BETWEEN
THE GOVERNMENT OF THE UNITED STATES OF AMERICA
AND**

ON HUMANITARIAN DEMINING (HD) OPERATIONS

The Government of the United States of America and _____, desiring to broaden bilateral cooperation between the two friendly countries and achieve mutual benefits of strengthening friendly ties between the people of the two countries, in accordance with the laws and regulations in both countries; hereby agree as follows:

The United States of America is committed to assisting _____ with the establishment of an indigenous, self-supporting and effective Humanitarian Demining Program resulting in the return of land to productive use. The United States component of the _____ Demining Program will provide selected equipment and instructor personnel in three phases: Preliminary, Deminer and Staff Training, and Sustainment Operations. Certain funds have been allocated and a timetable created that will materially assist in the establishment of _____ Demining Program. The timetable below describes the actions to be accomplished by the United States and _____ during each phase. Any delay in the completion of specific milestones may delay the entire program. Therefore, in coordination with the _____, the two countries will make every effort to ensure the timely completion of its responsibilities and requirements.

Phase I – Preliminary Phase: This phase extends from _____ to _____, during which demining equipment, training materials, and supplies will be ordered. Some examples of the type of equipment the United States will provide are individual protective equipment, metal detectors, demining kits, training aids, vehicles, specialized demolitions, computers and audio-visual equipment, and new HD technologies. In addition, training, billeting and headquarters facilities at _____ will be renovated in accordance with the established United States government contract. Some examples of the renovation include upgrading the electrical system of the designated buildings, replacing lighting fixtures, replacing ceiling fans, upgrading the plumbing system, replacing toilets, installing air conditioners, and purchasing furniture for the classrooms and headquarters offices. Classroom, billeting, and headquarters facilities will be completed prior to the arrival of students and staff. To assist in the preparation of _____, the _____ will clear all brush for a distance of 10 meters from around the perimeter fence of _____, clear all brush from the field east of _____ to be used as a training area, grade level an area of 200 meters by 200 meters in the training area, clean the designated buildings of the MAC, and paint the buildings with supplies purchased by the United States. Those staff personnel requiring computer training will receive training in Windows 98, Microsoft Office Suite Applications (Word, Excel, Access, PowerPoint), basic computer maintenance, and Internet services. All computer training will be completed prior to the beginning of Phase II –

Deminer and Staff Training. The United States will provide a Civil Affairs Liaison Officer in early December to assist in the establishment of the Demining Program.

Phase II – Deminer and Staff Training: United States instructor personnel will begin training _____ personnel on _____ and complete it on or about _____. During this phase, the designated deminers and staff members will undergo training by U.S. trainers, beginning with a General Indoctrination Course, and then follow with specific duty/billet training. The _____ will provide 35 personnel to be trained in mine detection and disposal, minefield marking, mine awareness, information management, medical, unexploded ordnance disposal, and staff procedures. The _____ will provide some equipment, supplies, and demolition to support training, such as 15 anti-personnel and 20 anti-tank mines. All renovations to _____ will have been completed prior to the start of this phase. The U.S. will provide up to five military police for internal camp security. The _____, through its armed forces, will provide all external security to _____ while U.S. trainers are in country, to include manning the main gate of _____, manning a combined secondary entry point to the MAC compound along with U.S. security personnel, provide a roving patrol around _____ during the hours of darkness, and man a checkpoint at the intersection 500 meters west of the main camp entrance in order to prevent unauthorized vehicles from entry into _____. The _____ will also provide all electrical and water support requirements to _____ during the training phase.

Phase III – Sustainment: This phase begins upon the completion of training and the departure of all U.S. instructors. Civil Affairs Liaison Officers and selected U.S. instructors will return quarterly to monitor the _____ Demining Program and assist in requirements as necessary.

The _____ agrees to waive all tariffs and fees associated with the purchase, delivery, and customs clearance of equipment, supplies, and personnel supporting the HD mission. The _____ agrees to be the end user of various U.S. defense articles/data imported from the U.S. or purchased in _____ for the purposes of HD operations in _____. Except as specifically authorized by prior written approval of the U.S. Government, the _____ will not re-export, resell, or otherwise dispose of any of those articles or data (1) outside the country of _____ or (2) to any other person, and further agrees to use the articles/data only for the purpose of humanitarian demining.

Both countries agree to waive any and all claims (other than contractual claims) against each other for damage, loss, or destruction of the other's property during the execution of HD activities; and injury or death suffered by military personnel in the performance of their official duties.

Host Nation Authority

U.S. Ambassador to _____

**DRAFT AGREEMENT
BETWEEN
THE GOVERNMENT OF THE UNITED STATES OF AMERICA
AND**

The Government of the United States of America and _____, desiring to broaden bilateral cooperation between the two friendly countries and to achieve mutual benefits through strengthening friendly ties between the peoples of the two countries, and in accordance with the laws and regulations in both countries, as well as with current and future mutually approved Access Agreements

hereby agree as follows for fiscal year 2001 (1 October 00 - 30 September 01):

The United States of America is committed to assisting _____ with the enhancement and expansion of its Humanitarian Demining (HD) unit and capability. The United States will provide selected equipment, mine dogs, and instructor personnel from October 2000 through September 2001 for program enhancement. The United States will also provide HD liaison teams to coordinate future HD requirements and observe _____ HD operations.

Some examples of the type of equipment the United States will provide are protective equipment, mine detectors, demining kits, demolition equipment, training aids, and new HD technologies. In FY01 up to approximately \$1,100,000 in Overseas, Humanitarian, Disaster, and Civic Aid (OHDACA) funding will support the programmed HD training. An estimated \$300,000 of Non-proliferation, Anti-terrorism, Demining, and Related (NADR) funding will support programmed mine-dog deployment and training.

In order to best utilize the U.S. training services and HD supplies to be provided, _____ will provide approximately 98 personnel with suitable assignment longevity and military occupational specialty to be trained in mine detection and disposal, minefield marking, mine awareness, information management, medical cadre training and unexploded ordnance disposal on the dates listed above. Also, _____ will provide some of the required equipment, supplies, demolitions, and classrooms to support the training.

_____ agrees to waive all tariffs and fees associated with the purchase, delivery, and customs clearance of equipment, supplies, vehicles, and mine detection dogs, to include that brought in by members of the U.S. Armed Forces, U.S. Government employees, and U.S. civilians acting in direct support of the _____ HD program. _____, furthermore, is responsible for final customs clearance of HD equipment, supplies, vehicles, and mine detection dogs, to include that brought in by members of the U.S. Armed Forces, U.S. Government employees, and U.S. civilians acting in direct support of _____ HD program.

_____ agrees to be the end-user of various U.S. defense articles/data imported from the U.S. for the purposes of HD operations in _____. Except as specifically authorized by prior written approval of the U.S. Government, _____ will not re-export, resell or

otherwise dispose of any of those articles or data (1) outside the country of _____ or (2) to any other person, and further agrees to use the articles/data only for the purpose of humanitarian demining.

Both countries agree to waive any and all claims (other than contractual claims) against each other for damage, loss, or destruction of the other's property during the execution of HD activities; and injury or death suffered by military personnel in the performance of their official duties.

Host Nation Authority

U.S. Ambassador to _____

Annex H

**Guidance for Developing a Host Nation Country Plan
for Humanitarian Demining**

TABLE OF CONTENTS

INTRODUCTION	H1
EXECUTIVE SUMMARY	H1
OPERATIONAL PLANNING DOCUMENT (OPD).....	H1
TRAINING	H2
MAINTENANCE AND LOGISTICS SUPPORT	H2
FUNDING OBJECTIVES	H2
NADR	H2
OHDACA	H3
FMF.....	H3
SECTION I -EXECUTIVE SUMMARY	H3
A. BACKGROUND	H3
B. NATURE OF THE THREAT	H4
C. MINE CASUALTIES.....	H4
SECTION II - OPERATIONAL PLANNING DOCUMENT(OPD).....	H4
A. GENERAL.....	H4
B. ACCOMPLISHMENTS	H4
C. PROGRAM STATUS.....	H4
SECTION III - TRAINING	H5
A. USG DOD PROVIDED TRAINING.....	H5
B. OTHER USG FUNDED TRAINING.	H6
C. OTHER COUNTRY OR UN-PROVIDED TRAINING (SELF-EXPLANATORY).....	H6
D. HOST NATION PROVIDED TRAINING (SELF-EXPLANATORY)	H6
SECTION IV - MAINTENANCE AND LOGISTICS SUPPORT	H6
A. MAINTENANCE PLANNING STRATEGY	H6
B. LOGISTICS SUPPORT ANALYSIS (LSA)	H6
C. SUPPLY SUPPORT OBJECTIVE.....	H6
D. SUPPORT EQUIPMENT	H7
E. COMMERCIAL MANUALS AND TECHNICAL DATA.	H7
F. FACILITIES OBJECTIVE	H7
G. TRAINING SUPPORT AND COMPUTER RESOURCES	H7
SECTION V - FUNDING OBJECTIVES	H7
A. NADR FUNDED PRIORITIES	H7

B. FMF RESOURCES	H8
C. OHDACA	H8
D. OTHER DONORS.....	H8
SECTION VI - DEFINITIONS AND DESCRIPTIONS	H8
GENERAL	H8
Consignee	H8
Grant	H8
IMAS	H9
Local Purchase.....	H9
LNO	H9
Mine-Safe and Mine-Free.....	H9
Sustainment	H9
SECTION VII - USG FUNDING AND RESTRICTIONS	H10
OHDACA (Overseas, Humanitarian, Disaster, and Civic Aid)	H10
FMF (Foreign Military Financing)	H10
NADR (Non-Proliferation, Antiterrorism, Demining, and Related Projects)	H10
Construction/Refurbishment	H11
Demining Equipment and Vehicles	H11
Computer Resources Support	H11
Medical Support.....	H11
Training.....	H12
Trust Fund Donations	H12
Salaries and Support Costs.....	H12
SECTION VIII -INTEGRATED LOGISTICS SUPPORT	H12
Maintenance Planning Strategy.....	H12
Logistics Support Analysis.....	H12
Supply Support	H12
Support Equipment.....	H13
Commercial Manuals.....	H13
Technical Data.....	H13
Facilities Objective	H13
Training and Training Support	H13
Computer Resources Support	H13
ATTACHMENT A – SAMPLE OF EQUIPMENT/COMMODITIES	H18
ATTACHMENT B – SAMPLE OF VEHICLES	H22
ATTACHMENT C – SAMPLE OF MINE-DETECTING DOGS.....	H23
ATTACHMENT D – SAMPLE OF MINE AWARENESS, OFFICE	
SUPPLIES AND OTHER MISCELLANEOUS ITEMS	H24

COUNTRY PLAN DEVELOPMENT

INTRODUCTION

The detail required in the formulation of a country plan will vary depending on the type and scope of the humanitarian demining program being implemented in each affected country. Procedures and processes contained in this document are intended as guidance for the country team to assist the host nation (HN) in the development of its country plan. Each plan should be tailored to the specific situation and structure of a program for the affected country. Some elements recommended in this guide may not be applicable. Executing a demining strategy to eradicate the threat of landmines may be accomplished through an operational concept that incorporates multiple resources. Some of these resources are:

- a) A DoD Train-the-Trainer program to develop and sustain a viable and indigenous training capability that will sustain the HN HD training program requirements.
- b) Non-Governmental Organization (NGO) demining operations.
- c) Contractor training and/or operational mine action activities.
- d) Provision of in-kind equipment/resource support to augment existing HN operations.
- e) A combination of a) through d) above.

Requirement. Develop a Country Plan that the HN can update annually with the assistance and guidance of the country team and the regional CINC. (Responsibility for country plan development is the responsibility of the country team/HN. Although the regional CINC is not responsible for preparing the document, he or his representative will provide assistance and input to the plan.) The Country Plan shall include the following principal sections: Executive Summary; an Operational Planning Document (OPD); Training; Maintenance and Logistics Support; and Funding Objectives for a two-year fiscal USG Support Strategy.

SECTION I: EXECUTIVE SUMMARY

The Executive Summary is a baseline overview of the host nation landmine problem. It should be a narrative description that includes a history of the conflict that resulted in the landmine/UXO threat. It should also address the HN objectives (i.e., eliminate danger to civilians, allow infrastructure development, return lands to productive use). Include a synopsis of when the HN requested entrance into the USG HD program and when the PCC Subgroup approval occurred. If applicable, briefly address when the initial Policy Assessment Visit (PAV) and the DoD Requirements Determination Site Survey (RDSS) were conducted, their recommendations, and when a USG program began.

SECTION II: OPERATIONAL PLANNING DOCUMENT

The Operational Planning Document (OPD) will detail the operational strategy for a phased-approach in addressing the country's landmine problem. The OPD process begins with the identification of operational needs and will be updated throughout the life of the HD program. A major element of the requirements process is the systematic update of meaningful performance schedules that validate whether or not goals and objectives are being met by proposed activities. The OPD should be a living document updated annually to reflect progress and/or changes in the program.

SECTION III: TRAINING

This section will describe training related proposals (including specific instructional needs and class size) with milestones for implementation and/or growth of the HN operational demining program. Address whatever forms of training resources apply. All training planned must comply with current UN standards and guidelines for humanitarian demining.

SECTION IV: MAINTENANCE AND LOGISTICS SUPPORT

This section will address the overall maintenance and support strategy of the HN HD Program. Descriptions of these categories are contained in "Definitions & Descriptions." Development of requirements for maintenance and logistics support must be consistent with the training and operations schedule. This means that availability of equipment, supplies, and services (including maintenance requirements) should be consistent with planned milestones for training and deployment of operational deminers.

SECTION V: FUNDING OBJECTIVES

It is important to present a comprehensive picture of the USG role in a country's overall humanitarian demining effort. When the HN aim is to build an indigenous demining capacity, USG funding levels should decrease significantly, once a self-sustaining capability is reached. Although this section covers the recommendation for use of USG funding, it should contain a broad assessment of the HN financial commitment and limitations in supporting the program. Include the HN strategy to eventually sustain the program from its own resources.

USG humanitarian demining funds are limited, and other donor support is encouraged. Other donor countries and/or organizational aid (including any in-kind donations) should also be reflected to provide an all-inclusive view of the HN's funding requirements and global support of the program.

NON-PROLIFERATION, ANTI-TERRORISM, DEMINING, AND RELATED PROJECTS (NADR)

A recommended NADR allocation should be submitted in spreadsheet format covering the approaching fiscal year of execution and the following budget year. The approaching fiscal year should be a comprehensive list of requirements in descending priority. Because NADR funds may not be available to support 100 percent of listed requirements, PM/HDP must have a clear understanding of HN program priorities.

The worldwide demands for NADR funding increase yearly; therefore, prior year NADR and/or FMF funds available to a country for its demining program (managed through the DoD's Security Assistance [SA] program) is a significant factor in defining NADR funding levels for each country. This must be considered when developing the Country Plan. Any requirements that will be supported through Foreign Military Sales (FMS) cases should be identified separately in the annual submission, but included in the overall priority list.

Requirements projected for the second year should be realistic. Absent significant changes in the internal situation of the country, sound planning should prevent drastic changes between out-year projections and current year program requirements.

OVERSEAS HUMANITARIAN, DISASTER, AND CIVIC AID (OHDACA)

OHDACA funding will generally only be budgeted when DoD U.S. military forces are to be engaged in HD training operations. OHDACA requirements must be directly associated with that training and submitted by the CINC for DoD approval. Contact the supporting CINC to obtain assistance in formulating OHDACA funding requirements for the Country Plan submission. Also consider the use of the DoD excess property program (transportation of property funded by OHDACA) to provide equipment for the host nation's immediate material requirements.

FOREIGN MILITARY FINANCING (FMF)

Traditional FMF is an option for use in demining if these funds reside in the specified host nation trust fund account. Execution of these funds is to be accomplished through the DoD SA Program managed by the Defense Security Assistance Agency (DSCA).

SAMPLE

SECTION I. EXECUTIVE SUMMARY

A. BACKGROUND

1. History of the conflict that created a landmine/UXO contamination problem.
2. Extent of the problem.
3. Known and suspected areas affected.
4. Categories of landmines involved (AP, AT, mixed AP & AT, UXO).
5. Timeframe mines were laid.
6. Country's method/approach for addressing the problem prior to requesting assistance through the USG HD program.

7. State when the (Country) requested USG assistance, when the PCC Subgroup approval occurred, when the Policy Assessment Visit (PAV) and the DoD Requirements Determination Survey (RDSS) were conducted, and when U.S. program began.

B. NATURE OF THE THREAT

1. Well defined or undefined? Types and quantities of mines, patterns mines were laid, tripwires or anti-handling devices used. Any instances of reemploying devices?
2. Minefield documentation and availability of level-one type surveys, maps and records.
3. Environmental challenges, i.e., heavy vegetation, shifting sands, steep terrain, erosion, floods, etc.

C. MINE CASUALTIES

1. Address the number and types of reported casualties, by year, and location of the incidents, if possible.
2. Existing method for reporting and collecting casualty data.
3. Safety procedures (i.e., marking of minefields or suspected areas) in place to limit casualties.

SECTION II. OPERATIONAL PLANNING DOCUMENT(OPD)

A. GENERAL

Outline the HD program strategy for the country and provide an overview of support needed to develop and sustain a viable and indigenous HD capability. Strategies are based on specific needs of the HN. The strategy should be realistic, incorporating needs for reasonable program growth within practical expectations of funding resources. In cooperation with the HN, the U.S. Embassy Country Team, and input from the CINC, describe short term and long term requirements that provide the framework for an operational and logistics support and end state strategy.

NOTE: In some countries, development of an indigenous HD capability may not be the goal. When this is the case, describe the strategy to be employed for making the country mine-safe.

B. ACCOMPLISHMENTS

A key element in advocating continued USG funding support at a suitable level is the ability to show positive results that have directly affected quality of life. Success stories that evidence the country's capability and achievements in a coordinated national mine-action program – particularly stories that exhibit results in the following eight critical MOE that PH/HDP use to evaluate the progress in a U.S.-funded HD program – should be cited:

1. Number of casualties and incidents.
2. Overall area cleared of total mine- /UXO-affected land.
3. Amount of land restored to productive use.

4. Landmines and UXO destroyed (by type and quantity).
5. Number of landmine survivors assisted.
6. Return of refugees and IDPs (if applicable).
7. Progress in returning economic infrastructure, roads, factories, ports, power grids, etc., to functionality.
8. Status of program, e.g., prospect for sustainment, mine-safe, etc.

Other relevant, but less dramatic, accomplishments are, for example, the number of kilometers of road cleared and the number of minefields identified/mapped/marked.

C. PROGRAM STATUS

Updated status of program progress. Address any schedule delays and associated impacts. Include a description of corrective action implemented or planned.

1. Current assessment of time still required to make the country mine-safe.
2. Indigenous Resources: Detail HN commitment of manpower and resources for the country's humanitarian demining program. Is the current commitment still consistent with original pledge?
3. Describe the HD organizational structure and its effectiveness in supporting operational demining. (Attach organizational chart if applicable):
 - a. Is it a civilian- or military-led organization?
 - b. Is there a National Demining Committee or a National Demining Office established that provides policy oversight of the demining program on a national level? If so, what is the composition? Does this committee establish priorities and donor solicitation? If not, who is responsible for donor solicitation?
 - c. Describe how the program is managed and how demining operations are prioritized.
 - d. HN effectiveness in obtaining donor support (other country/organization participation and assistance in HN demining efforts).
4. Program Transition: Describe current status of the USG program and goal of transitioning full operation/management of the HD program to the host nation. Milestones should be developed for reaching HN indigenous capacity (sustainment).

SECTION III. TRAINING

Describe status of training currently being conducted and additional training needed:

Include an overview of how many HN personnel (by type of training course) have been trained to date and how many are programmed to be trained in the upcoming fiscal year.

A. USG DOD-PROVIDED TRAINING

Include CINC schedule and objectives, when applicable.

B. OTHER USG-FUNDED TRAINING

Such as contractor provided mine detecting dogs, administrative, management, technical, etc. and the funding source.

C. OTHER COUNTRY- OR UN-PROVIDED TRAINING (SELF-EXPLANATORY)

D. HOST NATION PROVIDED TRAINING (SELF-EXPLANATORY)

SECTION IV. MAINTENANCE AND LOGISTICS SUPPORT

Requests for vehicles, supplies, equipment and facilities support should be consistent with current projections of manpower involved in operational demining. Generally, USG funding of maintenance and logistics support for anticipated program growth in the upcoming fiscal year should only be recommended by the Country Team when current operational demining team efforts are successfully conducting mine clearance and other mine action operations.

A. MAINTENANCE PLANNING STRATEGY

The maintenance-planning objective is to identify and implement an appropriate maintenance concept to effectively support equipment used in the HN demining program. For example, it would not be practical to request Toyota Land Cruisers if there is no maintenance/ repair facility easily accessible in the country.

NOTE: See attached “Definitions and Descriptions” for the types of maintenance support available. Consideration of all categories listed below are key in determining a maintenance concept.

B. LOGISTICS SUPPORT ANALYSIS (LSA)

LSA is an important part of the maintenance planning strategy and determines support requirements for newly acquired equipment. LSA will determine an appropriate level of spares needed based on failure rates and scheduled maintenance requirements. This information is usually available from the vendor and will aid in the decision making process for the most practical and cost effective level of maintenance.

NOTE: See attached “Definitions and Descriptions.”

C. SUPPLY SUPPORT OBJECTIVE

Supply Support goes hand in hand with LSA. While LSA determines the level of spares needed, supply support determines how and where spares and supplies are managed. The supply support objective is to have adequate on-hand quantities of spares and replacement parts to satisfy equipment requirements consistent with operational demining strategies.

NOTE: See attached “Definitions and Descriptions.”

D. SUPPORT EQUIPMENT

All equipment (mobile or fixed) required to support the operation and maintenance of equipment.

NOTE: See attached “Definitions and Descriptions.”

E. COMMERCIAL MANUALS AND TECHNICAL DATA.

These are also categories to be categories that should be considered when determining operational and maintenance requirements.

NOTE: See attached “Definitions and Descriptions.”

F. FACILITIES OBJECTIVE

The country team evaluates the appropriate use of using existing, modified, or new facilities to ensure operational demining can be implemented/continued.

NOTE: See attached “Definitions and Descriptions” for details.

G. TRAINING SUPPORT AND COMPUTER RESOURCES

NOTE: See attached “Definitions and Descriptions” for details of these categories.

SECTION V. FUNDING OBJECTIVES

Three types of USG funding are typically available to support HD Operations: OHDACA, NADR, and FMF are described in “Definitions and Descriptions.” The USG requires that all equipment, supplies, and services purchased with USG HD funds are used by the recipient nation to only support demining operations and programs. The HN is required to sign appropriate documentation that clearly states the intended use of donations received under USG HD funding.

NOTE: Funding objectives should clearly align with operational and maintenance objectives detailed in Sections II through IV.

A. NADR FUNDED PRIORITIES

Prepare a spreadsheet (example attached) that prioritizes recommendations for NADR funding. If the HN and Country team is unable to provide detailed specifications for the requirements, contact the appropriate PM/HDP Program Manager for assistance.

When the IMAS contractor is the source for any or all the requirements in the Country Plan, PM/HDP will assume that HN wants delivery of services, equipment or supplies as soon as possible. If circumstances exist that make this unadvisable, they should be clearly explained in the spreadsheet. For example:

- ✓ Should all equipment be delivered as soon as possible or should it be spread out over a specific period? If it is more appropriate for incremental shipment to coincide with training of new demining groups/platoons, it should be clearly stated.

- ✓ Should contractor services be obtained as soon as possible, or should they coincide with a particular event? Sending in Mine Detecting Dog (MDD) Teams to do quality assurance of cleared minefields will not be effective until the rainy season ends and brush dries out enough to cut or burn. In such a case, state when the activity should begin.
- ✓ Is some kind of training or service being requested for HN staff that needs to be provided at a specific time?
- ✓ Is there adequate storage available for office or maintenance equipment being provided for a facility that hasn't yet been refurbished or constructed yet? If not, identify when the facility is expected to be complete and PM/HDP will direct deliver to coincide with the schedule.

B. FMF RESOURCES

Spreadsheet should be used to breakout any anticipated FMF funded requests.

C. OHDACA

Include OHDACA funding requirements provided by the CINC.

D. OTHER DONORS

Although detail is not required, a general description of 'other' confirmed or anticipated donor financial support to humanitarian demining should be provided:

1. Besides DoD OHDACA and DOS NADR, is there other USG agency funding support applied to the HN demining program? If so, provide a brief description.
2. List other international or private donations (monetary or in-kind) and describe any restrictions applying to use of the funds.

SECTION VI. DEFINITIONS AND DESCRIPTIONS

GENERAL

Consignee: A designated USG employee at Embassy who will sign for receipt of goods and materials delivered by the contractor. All U.S. funded items donated to the HN for the applicable fiscal year remain the legal property of the United States Government until such time as a Grant is awarded by the PM/HDP Grants Officer. Country Team will maintain oversight of the goods to ensure they are used for their intended purpose.

Grant (Transfer of Assets): A grant is the legally acceptable method for the Department of State to transfer USG procured property to the HN. The PM/HDP Grants Officer will normally prepare one grant for all USG property transferred to the individual HN within that fiscal year's appropriation.

IMAS: The DOS PM/HDP Integrated Mine Action Support (IMAS) contract provides an integrated solution for necessary demining services and supplies to countries throughout the world in the most expedient and effective manner possible. Supplies and Services are procured using a Performance-based Service Contract method of acquisition. Specific requirements identified in the Country Plan that are supported through the IMAS contract will be done within the approved NADR funding level approved for that country.

Local Purchase: When deemed most appropriate by country team, PM/HDP may authorize certain local purchases by embassy. This can only be done when individual procurements are within the warrant level of embassy contracting official and approved by OPE. Post must obtain approval by OPE for making local purchases with NADR funds before PM/HDP will provide a fund cite authority or allotment. All items procured locally by post will be included in the Grant prepared by PM/HDP that will turn over all USG funded supplies and equipment supporting the HN HD Program.

LNO: The CINC liaison function is solely to facilitate the deployment and training mission of the DoD teams. This is a DoD HD liaison position and not the Country Team representative on humanitarian demining matters other than those associated with the DoD training program.

Mine-safe and Mine-free: Mine-safe and Mine-free are not interchangeable terms. Helping a country become mine-safe is the objective of the USG humanitarian demining program. Mine-safe means eliminating the threat to innocents. Mined areas that have little or no impact on civilian safety, agriculture, or infrastructure development do not require clearance before a country can be declared mine-safe.

Sustainment: Sufficient expertise and capabilities have evolved within host nation demining program staff to manage, execute, and maintain an indigenous capability for continuation of countrywide demining operations with minimal USG technical or management oversight. Host nation has also reached a sufficient level of achievement for soliciting global donations to support the country demining efforts. Once a Program Review Visit (PRV) has been completed and the country program declared in sustainment, the USG may continue limited involvement with the host nation as a source of sustainment expertise to ensure continuing focus on support requirements and supportability issues. USG NADR Funding for organizational operating expenses or salaries will not generally be considered a valid sustainment category._

Sustainment categories listed below are provided as general guidelines and do not represent absolutes. Individual requests will be assessed to determine if they are applicable and within scope of the USG HD Program policy and objectives.

Training

- ◆ *Operational*
 - Refresher training for mine action requirements, including medical
- ◆ *Management/Computer Resources*
 - Refresher training for Mine Action Center Staff
 - Initial training for replacement Mine Action Staff
- ◆ *Maintenance*
 - Equipment
 - Vehicles
- ◆ *Mine Awareness*
 - Education
 - Materials

Logistics

- ◆ *Demining Equipment/Supplies*
 - New (for operational expansion)

- Replacement
- ◆ *Demining Personal Protective Clothing*
- ◆ *Vehicles (command/control and operational demining)*
 - Additional vehicles to support operational expansion
 - Replacement vehicles for aging inventory
- ◆ *Maintenance/Supply Support*
- ◆ *Facilities* – Limited/minimal refurbishment or construction to support program expansion

NGO Grants

- ◆ Continuation of or addition to country demining operations
- ◆ Mine awareness that augment existing country program

SECTION VII. USG FUNDING AND RESTRICTIONS

OHDACA. OHDACA funds are two-year DoD Operations and Maintenance (O&M) appropriated funds and their use is restricted pursuant to Title 10 US Code, Section 401. These funds can be used only to support US forces conducting USG HD operations. The majority of the funds are used to pay travel costs associated with deployment of US trainers and support personnel. Purchase of equipment, supplies, and services is authorized as long as it directly supports deployed US forces conducting demining operations. Limited provision of equipment may be made to the HN from OHDACA, however specific authority and a 'cap' will be provided by DoD to the CINC for each HN. The CINC HD program manager will provide guidance on transfer of equipment to HN.

FMF. FMF is the primary USG financing arm for military assistance. Congress appropriates funds in the International Affairs budget and the DoD executes the program. The principal aim of FMF is to meet the continuing security needs of allies, but funding is also provided to assist counter-narcotics and demining efforts. Traditional Foreign Military Financing is always an option that any recipient nation may use to fund demining requirements.

NADR. NADR funding is a one-year appropriation to the Department of State intended to help host nations build the capacity to manage and operate an indigenous demining program and are not the only USG funding source for humanitarian-related demining projects. Application of NADR funds should be directed at supporting operational efforts most closely associated with the actual removal of landmines.

NOTE: For planning purposes it is important to forecast the out-year funding requirements needed to support the country's HD program. However, it must be understood that the USG cannot commitment or guarantee out-year NADR funding levels.

Because it is a one-year appropriation, the USG cannot commit or guarantee out-year NADR funding levels. Although each country program must be assessed individually, general policy guidelines for use of NADR funds include but are not limited to:

NADR AUTHORIZATIONS, LIMITATIONS AND RESTRICTIONS. Although each country program must be assessed individually, general policy guidelines for use of NADR funds include but are not limited to:

1. Construction/Refurbishment. These efforts are generally limited to refurbishing existing facilities provided by the host nation. A request for any extensive construction should be well defined to reflect specific training and/or operational impacts to the Country's HD program if the

project is not funded. A request for construction/ refurbishment requires as much detail as possible to justify why the construction requirement has a high priority for NADR funding.

For example, a maintenance facility is needed at the Regional Mine Action Center (RMAC) to support the HD program's Maintenance Planning Concept. Because of the RMAC's remote location, significant delays in operational demining efforts will occur if there is no capability to make timely repairs on essential vehicles and equipment. A further impact will be a 12-month delay in returning 600 IDPs to the region. The Government of _____ does not have adequate financial resources available and there is currently no other donor financial support available for this critical project.

2. Demining Equipment and Vehicles. Only those equipment items and vehicles that directly support operational efforts for the removal of landmines or the maintenance of operational equipment may be funded by NADR.

a. Construction-type equipment not directly used in landmine removal will not be funded.

b. Due to extensive difficulties encountered by the USG for importation of explosives, it is normally expected that explosive supplies will be provided by the HN for demining operations involving HN military forces.

c. When the IMAS contractor is providing operational demining support to a non-military demining organization, the preferred option for obtaining explosive supplies is for the HN to provide these to the IMAS contractor on a cost-reimbursable basis.

3. Computer Resources Support. NADR funding may be used.

4. Medical Support. Mobile trauma units and trauma equipment/supplies for use in field operations to stabilize injured deminers prior to and during emergency evacuation are authorized. Establishing an emergency evacuation capability by ground or air may be considered an appropriate use of NADR funds. Fixed hospital, clinic, or trauma center facilities may not be funded with NADR appropriations.

5. Training. NADR can fund a variety of training; however, most training requests should be directly related to demining operations, maintenance, mine awareness, survey, mapping and marking. Management and computer training may be included but should represent a significantly small percentage of any NADR funding request. Requests to send deminers or HN demining staff personnel to the United States for technical or management training should be made through the DoD Security Assistance program.

6. Trust Fund Donations. NADR donations to a Trust Fund for Mine Action Center operating/overhead costs are not generally considered an appropriate use of USG HD program funds. Operational/Indirect costs should be the responsibility of the HN, whether through their own government funding resources or through HN donor solicitation efforts.

A request for NADR donation to a UNDP Trust Fund earmarked for a specific use must be within-scope of NADR funding policies. If approved, PM/HDP will require a Statement of Work from the Country Team and a UNDP Cost And Technical Proposal. PM/HDP will negotiate a final Grant for award to UNDP.

7. Salaries and Support Costs. NADR funds may not be used for HN personnel salaries, compensation package costs, and travel costs associated with conferences, meetings, or visits to other country demining organizations. Additionally, NADR funds may not be used to fund or reimburse salaries and support costs of any USG agency personnel assigned to positions providing support to humanitarian demining.

SECTION VIII. INTEGRATED LOGISTICS SUPPORT

Maintenance Planning Strategy. The maintenance-planning objective is to identify and implement an appropriate maintenance concept to support the HN demining program. In general, the maintenance concept will be selected based on the level(s) of maintenance that best fits the HN HD plan:

-
- *Mine Action Center (MAC) indigenous maintenance capability.* Determine maintainer capability in the areas of technical data, training resources, support equipment, and spares for the maintenance infrastructure;
- *Vendor repair/maintenance support on-site;*
- *Vendor repair/maintenance support – factory; and*
- *Combination of maintenance support capabilities.*

Logistics Support Analysis. Logistics Support Analysis (LSA) provides the basis for determining support requirements for newly acquired equipment. In most cases LSA activity will entail sparing, task analysis, and support equipment identification (when needed).

Supply Support. All management actions, procedures, and techniques used to determine requirements to acquire, catalog, receive, store, transfer, issue, and dispose of secondary items. This includes provisioning for initial support as well as replenishment supply support. The supply support objective is to have adequate on-hand quantities of spares and replacement parts to satisfy equipment requirements consistent with operational demining strategies.

Support Equipment. All equipment (mobile or fixed) required to support the operation and maintenance of equipment. This includes maintenance equipment, tools and calibration equipment and test equipment. It also includes the acquisition of logistics support for the support and test equipment itself.

Commercial Manuals. Determine commercial manuals requirement for operation and/or maintenance and support equipment.

Technical Data. Recorded information regardless of form or character (such as manuals and drawings) of a scientific or technical nature. Computer programs and related software are not technical data, whereas documentation of computer programs and related software are. Financial data and other information related to administration are also excluded.

Facilities Objective. The permanent, semi-permanent, or temporary real property assets required for support of demining operations. This includes conducting studies to define types of facilities needed or facility improvements, locations, space needs, utilities, environmental requirements, real estate requirements, and equipment. The country team evaluates the appropriateness of using existing, modified, or new facilities to ensure operational demining can be implemented/continued. NADR funding may not be used for fixed trauma or hospital facilities. Additional details on facilities funding is contained under USG Funding and Restrictions. If new or modified facilities are required, the country team should recommend the most appropriate method to accomplish task:

- ◆ Country team responsible for obtaining designs, bids, contracts and construction oversight (If Embassy wishes to utilize in-house contracting capability (GSO, Administrative Officer) authorization from DOS OPE office must be obtained), or
- ◆ Obtain technical support from PM/HDP IMAS Contract, or
- ◆ Establish a DoD SA FMS Case through DSCA for work to be done by the U.S. Army Corps of Engineers.

Facilities Process:

Requirement -----> Cost-----> Funding-----> Facilities-----> Build or Modify
Definition Determination (Approved) Design Facilities

Training and Training Support. The processes, procedures, techniques, training aids and devices, and equipment used to train personnel to operate and support the HD program. This includes individual and team training; new equipment training; on-the-job training.

Computer Resources Support. The hardware, software, documentation, manpower, and personnel needed to operate and support computer systems. NOTE: NADR funding will not be used to pay for related HN manpower costs such as salaries or subsistence.

ATTACHMENT A: SAMPLE OF EQUIPMENT/COMMODITIES

NOTE: INCLUDE PHYSICAL ADDRESS FOR DELIVERY OF GOODS AND THE NAME & PHONE OF USG EMBASSY EMPLOYEE DESIGNATED AS CONSIGNEE.

Line Item	Description Mine Detectors	Unit of Issue	Qty
1	Detecting Set, Mine, AN/PSS-12 (Schiebel) NSN: 6665-21-220-0608 Schiebel Technology, Vint Farms Station, P.O. Box 861527 Warrenton, VA 20187; Tel: (540) 351-1731 Protective Equipment, Tools and Supplies	EA	30
2	Anti-Fragmentation Protective Trousers (BASIC) Protective Apparel Corp of America 371 E. Norris Road, Norris, TN 37828; Tel: (800) 722-7667	EA	40 (20 Large) (20 Small)
3	Anti-Personal Mine Protective Overboot (BASIC) (20 ea. Size 8 and 10) Ro-Search Inc. PO Box 188, Waynesville, NC 28786; Tel: (704) 456-3545	EA	40
4	Boot, Blast Protective, 10 each size 7, 8, 9, 10 Address: (Same as Above)	EA	40
5	Face Shield NSN:4240-01-182-6406 The Specialty Group, 530 Sherwood Ave. Dunmore, PA 18512; Tel: (717) 961-2042	EA	40
6	Gargoyle Protective Eyewear Model, Classic Non Mirrored Clear with Side Shields SKU-IOCLBK Gargoyles Inc., 5866 S. 194th St. Kent, WA 98032; Tel: (800) 426-6936	EA	90
7	Tape, Warning, Minefield (Peligro Campo Minado) NSN: 9390-01-066-9542 Reef Industries Inc. P.O. Box 750245 Houston, TX 77276; Tel: (800) 231-2417	EA	20
8	Body Armor, Fragmentation (50 Medium, 25 Large, 15 Small) (PASGT) NSN: 8740-01-092-8499 M; NSN: 8740-01-092-8500 The Specialty Group, 530 Sherwood Ave. Dunmore, PA 18512;	EA	90
9	Helmet, Ground/Parachutist, Medium (KEVLAR)	EA	90

PM/HDP-P&PM, January 2002

	NSN: 8740-01-092-7527 The Specialty Group; Address (Same as Above)		
10	Plug, Ear, Universal Size (400 to a box) NSN: 6515-00-137-6345	BX	1
11	Bag, Sand (100 per box), NSN: 8105-00-142-9345	BX	10
12	Battery, Dry, 1.5v, BA-30 AD@Cell (PKG.) NSN: 6135-00-120-1020	PKG	90
13	Cord, Fibrous, Polyamide Nylon; NSN: 4020-00-262-2019	EA	4
14	Shears, Metal Cutting Hand, 12 in. NSN: 5110-00-293-0089	EA	12
15	Mine Probe, Non-Metallic; NSN: 6665-01-371-4874	EA	75
16	Trowel, Brick, 10-1/2; NSN: 5120-00-223-9482	EA	12
17	Ground Positioning System (GPS), Handheld NSN: 7644-00-416-4040	EA	8
18	Mine probe, Fixed Length Titanium; NSN: 6665-01-432-6212 Mission Knives & Tools Inc, Specialized Product in Titanium P.O. Box 1616 San Juan Capistrano, CA 92693 (714) 661-3879	EA	75
19	Adapter (Priming, MIA4); NSN: 1375-01-033-8317	EA	2,000
20	Bag, Demolition Kit; NSN: 1375-00-212-4597	EA	12
21	Blasting Machine, 50 Cap, M34; NSN: 1375-00-567-0223	EA	6
22	Box Cap; 10 Cap Capacity, Plastic; NSN: 8140-00-168-6881	EA	12
23	Cable, Power, Electric; NSN: 6145-00-548-1296	FT	1,000
24	Crimper, Cap, M2; NSN: 5120-01-313-6937	EA	12
25	Helmet Suspension System, Leather Headband, 2 Point Chin NSN: 8740-01-092-7517 The Specialty Group, 530 Sherwood Ave. Dunmore, PA 18512 Tel: (717) 961-2042	EA	90
26	Knife, Pocket; NSN: 5110-00-240-5943	EA	12

PM/HDP-P&PM, January 2002

27	Knife, Pocket Multi-purpose	EA	12
28	Marline, 170 lb. Break; NSN: 4020-00-240-2185	EA	12
29	Pliers, Linemans; NSN: 5120-00-239-8251	EA	12
30	Reel, DR8; NSN: 8130-00-407-7859	EA	12
31	Reeling Machine, Cable; NSN: 3895-00-498-8343	EA	6
32	Tape, Measuring, 100ft; NSN: 5210-00-245-0301	EA	12
33	Test Set, Blasting Cap, M51 ; NSN: 4925-00-999-3454	EA	6
34	Wire, Electrical, 200 ft coil; NSN: 6145-00-542-3968	EA	6
35	Tape, Textile (White Engineer) (500 ft roll) NSN: 8315-00-255-7662	RL	30
36	Tape, Insulation; NSN: 5970-00-543-1154	EA	75
37	Knife, Pocket, Multi-Purpose; NSN: 5110-01-346-5341	EA	12
38	Knife, Pocket; NSN: 5110-00-240-5943	EA	12
39	Tape, Nylon, Textile, 36 Yard Roll; NSN: 8315-00-965-7528	RL	60
Explosives and Demolition Accessories			
40	Cap, Blasting, Electric, M6; NSN: 1375-01-316-1229	EA	500
41	Cap, Blasting, Non Electric, M7; NSN: 1375-01-315-1335	EA	500
42	Clip, Detonating Cord, M1; NSN: 1375-00-212-402	EA	2,000
43	Cord, Detonating, PETN; NSN: 1375-00-180-9356	EA	21,000
44	Demo Charge, 1/4lb TNT; NSN: 1375-00-691-1671	EA	2,016
45	Fuse, Blasting, Time, M700; NSN: 1375-00-028-5246	EA	4,000
46	Shape Charge, (Mini) Boxes of 50; Halliburton Energy Explosive Product Ctr. Alvarado, TX 76009-9775; Tel: (800) 451-5403	BX	10
47	Shape Charge, Small #3, Boxes of 100 Halliburton Energy Explosive Product Ctr. Alvarado, TX 76009-9775; Tel: (800) 451-5403	BX	10

48 Igniter, M60, 300 P/B; NSN: 1375-00-691-1671

EA

300

ATTACHMENT B: SAMPLE OF VEHICLES

NOTE: INCLUDE PHYSICAL ADDRESS FOR DELIVERY OF GOODS AND THE NAME OF USG EMBASSY EMPLOYEE DESIGNATED AS CONSIGNEE.

REQUIREMENT	QNTY	ESTIMATED UNIT COST	EXTENDED COST	RECOMMENDED SOURCE
TRUCK, TOYOTA 4X4, 1/2 TON BROWN/TAN 3 platoons, 2 trucks per platoon	8	\$25,000.00	\$200,000.00	Toyota Dealership Nouakchott, Mauritania (only one in town next to airport)
TRUCK, 5 TON TROOP CARRIER - MERCEDES Military Style/White 3 trucks per platoon	8			Mercedes Benz, Nouakchott Mauritania Avenue Habib Bourguiba Nouakchott, Mauritania General Director-Mr. Diallo Salikou Phone: 524-88 Fax 550-77
TRUCK, 5 TON WATER – MERCEDES Military Style/White 1 truck per platoon	3			Regional Supplier: Mr. Josel Axman Daimier Chrysler AG Regional Center-West Africa C/O Silver Star Auto Ltd P.O. Box 502 Kaneshie ACCRA, GHANA Tel/FAX: 233-21-234429 Mobile: 233-24-343031
<p>**They order from Stuttgart for the 5 ton trucks and the 5 ton water distributor. It takes approximately 4-6 months.</p> <p>All above vendors currently supply the Mauritanian Army with equipment and parts.</p>				

ATTACHMENT C: SAMPLE OF MINE-DETECTING DOGS

OBJECTIVE: Upgrade the dog team capabilities in the areas of survey, quality assurance and limited clearance operations. Six dogs are currently in operation and six additional trained dogs are requested.

REQUIREMENT

- 1) Provide six additional trained mine detecting dogs
- 2) Train (initial/refresher) host-nation-provided handlers
- 3) Veterinary training
- 4) Provide transportable kennels
- 5) Provide supplies for 12 dogs (6 new and 6 existing dogs)
- 6) Provide veterinary supplies/12 dogs
- 7) Provide dog food/12 dogs
- 8) Build a better dog kennel

PROVIDED BY HOST NATION

When the contractor is building a cost and schedule proposal for a task, it is important to know what the HN will provide to support the effort. Examples are:

- 1) All required deminers and their transport
- 2) Training mines shall be readily available for training and acclimatization of MDDs
- 3) Training, office and dog-holding facilities shall be made available

ATTACHMENT D: SAMPLE OF MINE AWARENESS, OFFICE SUPPLIES AND OTHER MISCELLANEOUS ITEMS

Line Item	Description	Unit of Issue	Quantity	Specifications
1	T-Shirts, Adult <i>Assorted Colors (1,000 med/ 1, 000 lg/1,000 XL)</i> Printing on back of shirt : DUFATANYE KURWANYA IBISASU Printing on Front-top left breast: Demining Logo (provided)	EA	3,000	
2	T-Shirts, Children <i>Assorted Colors (1,000 sm/1,000 med/1,000 lg)</i> Printing on back of shirt: BANA MWIRINDE IBISASU Printing on Front-top left breast: Demining Logo (provided)	EA	3,000	
3	Paper Bags (grocery type) message: BANYARWANDA DUFATANYE KWIRINDA, TUNARANDURA BURUNDU MINE (INCLUDE LOGO)	EA	35,000	
4	BASEBALL CAPS Assorted colors Demining logo on the front of the cap in small size	EA	3,000	
5	Children School Bags (backpack type) <i>assorted colors</i> Large demining logo	EA	1,000	
6	Posters (sample provided)	EA	1,000	
7	Toyota Landcruiser Pick-up 4X4 (note: there is a Toyota Dealer in Rwanda)	EA	3	Tropicalized, Model HZJ75
8	Vehicle Spare Parts, Toyota Landcruisers	LOT	3	Manufacturer suggested spare parts and full set of tires and spares
9	Motorcycles, Yamaha AG100	EA	6	
10	Vehicle Spare Parts, Yamaha Motorcycles	LOT	6	Manufacturer suggested spare parts and full set of tires and spares
11	GPS (Scott GPS, Trimble Navigation)	EA	2	
12	Mine Detector, Minelab , Model F1A4	EA	4	
13	Tents (6-man military type)	EA	12	Heavy Tropical
14	Steno Pads 6X9	EA	100	
15	DZ, Black Pen Fine PT	BX	50	
16	BX, Xerox paper 8.5X11	BX	100	
17	DZ, mechanical pencil w eraser	BX	50	
18	BX pencil lead .5 for mech pencil	BX	50	
19	File folders, 8.5X11, neutral or brown	BX	15	
20	Stapler, 3.3/4"	EA	20	
21	Staples for 3.3/4" stapler	BX	20	
22	Scotch Tape in hand held container	EA	50	
23	Assorted Post-It-Notes	LT	50	
24	Jumbo Markers, assorted red, blk, yellow	BX	10	
25	Fine Tip Markers, assorted- red, blk, blue, green	BX	12	
26	Binder Clips, medium	BX	5	
27	Binder clips, large	BX	5	
28	Binder clips, small	BX	5	
29	Writing Pads, 8.5X11	EA	50	
30	Paper Clips, standard	BX	50	

Line Item	Description	Unit of Issue	Quantity	Specifications
31	Staple Remover	EA	20	
32	Backpacks (field)	EA	120	medium size for carrying hand tools
33	Boots, Jungle (leather high top) Sizes: 06 - 30 pair 07 - 35 pair 08 - 37 pair 09 - 40 pair 10 - 25 pair 11 - 10 pair	EA	177	
34	Coveralls, Camouflouge XL - 10 L - 45 M - 55 S - 20	EA	130	
35	Field Jackets Medium Weight XL - 25 L - 65 M - 40	EA	130	
36	Mosquito Net Tarpaulins	EA	15	
37	Lap Top Computer, COMPAQ	EA	1	Radio Programming
38	Radio Programming Software Set	EA	1	For COMPAQ laptop
39	Vehicle Spare Parts for Nissan Pickups (1998) (include spare tires)	LOT	6	Nissan P/U Eng No. TD42, Chassis No. URGY, Model TK 520-521SG752
40	Vehicle Spare Parts for Nissan Jeeps (1994) (include spare tires)	LOT	4	Nissan Jeep Eng. No. TD42, Chassis No. WRGY, Model TK520521SG752
41	Vehicle Spare Parts for Nissan Pickups (1997) (include spare tires) - off-road tread	LOT	1	Nissan P/U Eng. QD32, Chassis No. JNICJUD, Model TK-520-G1283
42	Vehicle Spare Parts for Lorry Nissan (include spare tires) off-road tread	LOT	1	Engine No. ND6, Chassis No. U780
43	Vehicle Spare Parts for 1996 URVAN Nissan (include spare tires) off-road tread	LOT	1	Eng. No. NA20, Chasis No. 10DGE, Model TK810-811SG-370
44	Vehicle Spare Parts for Suzuki Samurai (include spare tires) off-road tread	LOT	1	Eng. No. G13BA, Chassis No. SJ80
45	Vehicle Spare Parts 1996 Toyota Hilux double cab (include spare tires)	LOT	1	Eng. No. L4185063, Chassis No. YN854028, Model LN106L.PRMRS
46	Computer Training - Excel - 7 people; Access 5 people Windows 98 - 8 people MS Word - 5 people Page Maker - 4 people Power Point - 4 people Corel draw, Adobe Photo Shop, MS Publisher - 2 people	LOT		
47	NDO Office Equip maintenance service - List of Computers, faxes & photocopy machines provided separately	Month	12	

Annex I
Post HD Officer Semi-Annual Progress Report

I. Reporting Post

II. Reporting Period (month/year to month/year)

III. Accomplishments in this Reporting Period*

a. Summary (should be brief, but cite notable achievements, identifiable progress in any humanitarian demining endeavor undertaken during current reporting period). Report changes in key HD personnel in HN government or demining organization (MAC/NDO), and include a brief biographical sketch of position assumed, prior demining experience, management skills/leadership potential, etc.

b. MOE Changes (report degree or direction of change since last report, and the quantitative/qualitative improvements on affected areas):

1. Number of casualties;
2. Overall area cleared of total mine- /UXO-affected land;
3. Amount of land restored to productive use;
4. Landmines and UXO destroyed (by type and quantity);
5. Number of landmine survivors assisted;
6. Return of refugees and IDPs (if applicable);
7. Progress in returning economic infrastructure, roads, factories, ports, power grids, etc., to functionality; and
8. Status of program, e.g., prospect for sustainment, mine-safe, etc.

(Section III is the most important section of the entire report!) It is essential that all the information be presented in the order shown above so that the appropriate PM and the Director, PM/HDP can compare this information/these data with not only previously submitted semi-annual reports, but also with similar information contained in the (a) Country Plan; (b) PAV; (c) RDSS; (d) PDSS; (e) HN MAC/NDO reports; and (f) Embassy cables related to demining sent during the reporting period.

When available, include accomplishments and future plans of IOs, NGOs, and commercial demining enterprises conducting HD-related activities in the country, particularly those endeavors funded by the U.S. Government.

IV. Anticipated Accomplishments During the Next Reporting Period

V. Anticipated Problems in Executing the USG HD Program and Mitigating Measures Recommended

VI. Additional Comments/Observations

PRINTED NAME


DATE

PM/HDP-P&PM, January 2002

*Should program fund obligation reports be due at this time to the Financial Manager, PM/HDP, combine this fund update with the semi-annual report as an attachment.

Annex J

Sample of Grant Assistance Request (Form DS-1909)

 <p style="text-align: center;">U.S. DEPARTMENT OF STATE FEDERAL ASSISTANCE AWARD</p>		1. <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> COOPERATIVE AGREEMENT
3. PROJECT TITLE/DESCRIPTION <p style="text-align: center;">Transfer of Assets between the United States Department of State and the National Demining Office in Erehwon</p>		2. AWARD NUMBER <p style="text-align: center;">S-PMHDP-01-H-0001</p>
		4. U.S. SHARE OF COST
		5. RECIPIENT'S SHARE OF COST
7. ACCOUNTING AND APPROPRIATION DATA Accounting Code: N/A		6. TOTAL COST
8. ISSUED BY U.S. DEPARTMENT OF STATE, OFFICE OF HUMANITARIAN DEMINING PROGRAMS 2201 C STREET, N.W., ROOM 3328, WASHINGTON, D.C. 20520		
9. AWARD PERIOD From: _____ Through: _____		
10. NAME AND ADDRESS OF GRANTEE/RECIPIENT 1234 Erehwon Blvd. Erehwon, B.P. 657 Republic of Erehwon		
11. GRANTEE/RECIPIENT'S FEDERAL TAX I.D./ ESTABLISHMENT CODE (CFMS)	12. SEND REQUESTS FOR REIMBURSEMENT TO:	13. STATUTORY AUTHORITY FOR ASSISTANCE <p style="text-align: center;">22 U.S.C.</p> <hr/> <p style="text-align: center;">—</p>
14. SPECIAL AWARD CONDITIONS This award incorporates the attached Budget (Attachment _____). General Provisions (Attachment A). and the following documents (Attachment B – Transferred Assets and Equipment/Facilities)		
15. AGREEMENT <p style="text-align: center;">The grantee/recipient agrees to execute the work in accordance with the following--the approved application to the extent encompassed by this award; the attached documents; and the applicable rules checked below and any subsequent revisions.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> OMB Circular A-21 <input type="checkbox"/> OMB Circular A-87 <input type="checkbox"/> OMB Circular A-102 <input type="checkbox"/> OMB Circular A-110 </div> <div style="width: 50%;"> <input type="checkbox"/> OMB Circular A-122 <input type="checkbox"/> OMB Circular A-128 <input type="checkbox"/> OMB Circular A-133 <input type="checkbox"/> 22 CFR 135, 137 & 138 </div> </div>		

16. GRANTEE/RECIPIENT NAME AND SIGNATURE		17. GRANTS OFFICER NAME AND SIGNATURE	
16A. TITLE	16B. DATE	17A. TITLE	17B. DATE
		Grants Officer	
18. GRANTEE/RECIPIENT			
<input checked="" type="checkbox"/> is, <input type="checkbox"/> is not required to sign and return <u> 3 </u> copies of this document to the grants officer at the following address: See Block 8			

FORM **DS-1909**
7-93

DEPARTMENT OF STATE FINANCIAL ASSISTANCE

GENERAL PROVISIONS

Pursuant to the authority contained in the Foreign Assistance Act of 1961, the United States Department of State (hereinafter referred to as “DOS” or “Grantor”) hereby grants to the National Demining Office in Erehwon (hereinafter referred to as “NDO” or “Recipient”) the attached list of humanitarian demining assets and equipment intended for humanitarian demining purposes.

This grant is made to the recipient on condition that the humanitarian demining assets and equipment will be administered in accordance with the following record keeping and reporting requirements:

- (a) Assets and equipment intended for humanitarian demining purposes will be transferred to an authorized official of the “NDO” who will acknowledge their receipt in writing. The original documents will be retained by the DOS, while a copy of these documents will be retained by the “NDO.”
- (b) All U.S. assets transferred will be used (and marked accordingly) exclusively for the purposes of supporting humanitarian-demining clearance and demining operations to fulfill the objectives of the host-nation demining program.
- (c) The “NDO” certifies that it will be the end-user of various U.S. defense articles/data imported from the U.S. for the purposes of humanitarian-demining operations in our country as specified in this grant. Except as specifically authorized by prior written approval of the U.S. Department of State, the “NDO” will not re-export, resell or otherwise dispose of any of those articles or data (1) outside the country of Erehwon, or (2) to any other person. We further certify that we will use the authorized articles/data only for the purposes specified in this grant.
- (d) The U.S. Government reserves the right to conduct periodic reviews of demining clearance/demining operations supported by assets transferred under this agreement.

TRANSFERRED ASSETS AND EQUIPMENT

Line Item	<u>Description</u>	Unit of Issue	Quantity
1	Combat Boot, Antipersonnel Mine, Protective Boot	ea	239
2	OverBoot, Antipersonnel Mine, Protective	ea	239

Annex K

Mine Action Center, National Demining Office, and Related Websites

MACs and NDOs

ORGANIZATION/AGENCY	WEBSITE URL
Bosnia and Herzegovina Mine Action Centre	www.bhmac.org/
Cambodian Mine Action Centre	www.camnet.com.kh/cmac/
High Commission for National Demining (HCND) – Chad	www.mineactionchad.org
Croatian Mine Action Centre (CROMAC); UN Mine Action Centre, Croatia	www.hcr.hr/ ; www.unmacc.hr
Mauritania Mine Action	www.demining.mr/
Mine Action Co-ordination Centre – Kosovo (UNMIK)	Welcome.to/macckosovo
Mozambique National Demining Commission (Comissão Nacional de Desminagem)	www.tropical.co.mz/~plans/
South Lebanon National Demining Office	www.un.org.lb/south/south.html
Thai Mine Action Center (TMAC)	www.thaimineactioncenter.org/
UN Mine Action Centre, Sarajevo	www.wibblywobblyweb.com/mac/minefield
UXO Lao	www.uxolao.org

RELATED WEBSITES

ORGANIZATION/AGENCY	WEBSITE URL
CARE, Landmine Information Center	www.care.org/info_center/sr_landmine.html
DoD Humanitarian Demining	www.demining.brtrc.com/POLICY
DoD, UXO Center of Excellence	www.uxocoe.brtrc.com/index.htm
DOS, Bureau of Population, Refugees and Migration	www.state.gov/www/global/prm/index.html
DOS, Office of Humanitarian Demining Programs	www.state.gov/t/pm/hdp/
Esprit	www.cordis.lu/esprit/src/hphdhome.htm
European Commission, Humanitarian Security Unit	humanitarian-security.jrc.it/demining/demining.htm
European Commission Joint Research Centre	www.jrc.org
Geneva International Centre for Humanitarian Demining	www.gichd.ch
Global Training Academy	www.globalcorp.com/TrainingAcademy/index.html
Information Management System for Mine Action	www.imsma.ethz.ch/index.html
International Campaign to Ban Landmines (ICBL)/Landmine Monitor Report	www.icbl.org/
International Committee of the Red Cross	www.icrc.org
International Mine Action Standards	www.mineclearancestandards.org/

ORGANIZATION/AGENCY	WEBSITE URL
James Madison University Mine Action Information Center (MAIC)	www.hdic.jmu.edu
Landmine Survivors Network	www.landminesurvivors.org/
Night Vision and Electronic Sensors Directorate (NVESD), USA CECOM	www.demining.brtrc.com
NVESD Demining Equipment Catalog – 2000/2001	www.demining.brtrc.com/catalog/index.htm
Organization of American States	www.oas.org
RONCO Consulting Corporation (IMAS Contractor)	www.roncowash.com
UN Development Programme	www.undp.org
UNICEF	www.unicef.org
UNICEF, International Guidelines for Landmine and UXO Awareness Education	www.unicef.org/landguide/guidelines.htm
UN Mine Action Service (UNMAS)	www.mineaction.org
UN-USA Adopt-a-Minefield	www.unausa.org/index.htm
USAID	www.usaid.gov
USAID, Patrick Leahy War Victims Fund	www.usaid.gov/pop_health/dcofwvf/index.h ml
USA Countermine Training Support Center/Humanitarian Demining Training Center (HDTC)	www.wood.army.mil/ctsc
Victim Assistance	www.mineaction.org/victim_assistance/victi m_assistance_overview.cfm
Vietnam Veterans of America Foundation	www.vvaf.org

Annex L
Glossary of Key Terms

Antipersonnel Mine: An explosive or material, normally encased, designed to wound, kill, or otherwise incapacitate personnel. It may be detonated by the action of its victim, by the passage of time, or by controlled means.

Clearance: Clearing an area of all mines, unexploded ordnance (UXO), and improvised explosive devices (IED) to a predefined standard. It is the total elimination or neutralization of mines from an area.

Demining Operations: Any activity or operation related to humanitarian demining executed in support of a national headquarters or national demining office.

Donor: Any government, individual, foundation, or other philanthropic entity that provides funds and/or non-monetary resources for the specific purpose of alleviating the effects of the landmine problem.

Humanitarian Demining: Any activity associated with ameliorating or eliminating the landmine problem and its effects in a host nation and providing assistance to and rehabilitating its victims. Typically, humanitarian demining consists of four activities: mine awareness, mine assessment and survey, mine clearance, and victim assistance.

Landmine-affected Country: A country in which landmines and/or UXO present a hazard to human life and the health and safety of the population living, working, or traveling in their vicinity.

Mine: An explosive or other material, normally encased, designed to destroy or damage vehicles, boats, or aircraft, or designed to wound, kill, or otherwise incapacitate personnel. It may be detonated by the action of its target, the passage of time, or by controlled means.

****Mine Action Center (MAC):** An organization that carries out mine awareness training, conducts reconnaissance of mined areas, collection and centralization of mine data and coordinates local (mine action) plans with the activities of external agencies, of (mine action) NGOs and of local deminers. For national mine action programs, the MAC usually acts as the operational office of the national mine action authority.

Mine Awareness: A method of informing, teaching, and relaying messages about landmines to the public, normally through a mine awareness program. Mine awareness encompasses mine risk education, mine awareness training for peacekeepers, multimedia presentation, and what action to take when a mine or UXO is found. It is intended to modify behavior patterns to reduce casualties. A result of mine awareness is the flow of information back to a MAC about mine and ordnance locations.

Minefield: In land warfare, an area of ground containing mines laid with or without a pattern.

Minefield Survey: A detailed report that provides information on a suspected minefield, including its location, the extent of the mine problem identified, and the way the area is marked.

*Mine-safe: A declared state or environment when one or more of the following conditions are met in a mine-affected country that is the recipient of a U.S. humanitarian demining-funded program: (a) known minefields/mined areas have been cleared; (b) deminers have restored most previously mined land to productive use; (c) minefields or mined areas that will not be cleared have been surveyed, identified, appropriately marked/demarcated, and have the appropriate barriers to preclude inadvertent civilian access or entry. Mined areas that have little or no impact on civilian safety, agriculture, or infrastructure development do not require clearance before a country can be declared mine-safe.

**National Mine Action Authority. National Mine Action Authority refers to the government department(s), organization(s) or institution(s) in each mine-affected country charged with the regulation, management and coordination of mine action. In most cases, the national mine action center (MAC) or its equivalent will act as, or on behalf of, the national mine action authority.

Neutralization: The act of replacing safety devices, such as pins or rods, into an explosive item to prevent the fuse or igniter from functioning. It does not make the item completely safe, since removal of the pins or rods will immediately make the item active again. It should not be confused with disarming.

*Sustainment Phase: That point in time in a U.S.-funded HD program when a mine-affected country has its own viable indigenous capability to conduct mine clearance. During the sustainment phase, the United States may continue providing some limited amount of equipment, technical assistance, training, or other services or support to augment or supplement the host nation's indigenous demining capabilities. Sustainment assistance may take the form of training, logistics or grants.

Victim Assistance: Any activity associated with restoring the victims (survivors) of landmines to a productive life and livelihood, such as return/resettlement of refugees, medical rehabilitation of individuals, and training or retraining in civilian pursuits made necessary because of the effects of landmines.

*Proposed

**International Mine Action Standards, IMAS 04.10, Draft Version 6.0, Glossary of Mine Action Terms and Abbreviations

Annex M
References

Department of State

Memorandum, Establishment of the Office of Humanitarian Demining Programs in the Bureau of Political-Military Affairs, May 27, 1998

_____. Bureau of Political-Military Affairs. Office of Humanitarian Demining Programs
Developing a Host Nation Country Plan for Humanitarian Demining, May 2000

_____.
Hidden Killers. The Global Landmine Crisis. Department of State Publication 10575,
September 1998

_____.
Hidden Killers 2001. The World's Landmine Problem (December 2001)

_____.
NADR Humanitarian Demining Strategic Plan (2002-2006), undated

_____.
To Walk The Earth in Safety. The United States Commitment to Humanitarian
Demining, 1st edition, April 1999; 2nd edition, July 2000; 3rd edition, November 2001

_____. Office of Mine Action Initiatives and Partnerships
Public-Private Partnerships: Toward a Mine-Safe World, November 2001

The Interagency Working Group on Humanitarian Demining
U.S. Government Interagency Humanitarian Demining Strategic Plan, April 2000